

# **THE CONSTITUTION**

## **THE ASSOCIATION OF PROFESSIONAL PROGRAMMERS OF PENNSYLVANIA COLLEGE OF TECHNOLOGY**

### **ARTICLE I - NAME**

#### **SECTION 1:**

The name of this organization shall be the Association of Professional Programmers (APP) of Pennsylvania College of Technology.

### **ARTICLE II - MISSION STATEMENT**

#### **SECTION 1:**

The Association of Professional Programmers purpose is to practice computer programming using a variety of modern concepts, techniques, and languages to expand members overall knowledge of computer programming and software development. Also to provide an environment that supports professional and academic development.

### **ARTICLE III - GOALS**

#### **SECTION 1:**

- a. To encourage students to research emerging programming topics.
- b. To create software that benefits the students at Penn College and in the local community.
- c. To promote professional development by providing opportunities to attend conferences, obtain certifications, and to present relevant material.
- d. To support opportunities where students can network with other industry professionals.
- e. To support students in their search for software engineering related internships and jobs.

### **ARTICLE IV - POLICIES**

#### **SECTION 1:**

No activities or functions of the Association of Professional Programmers will conflict with the Penn College mission statement or any College Policy or regulation.

#### **SECTION 2:**

The members of the Association of Professional Programmers will comply with all Penn College policies and procedures, as well as local, state, and federal laws and regulations.

## **ARTICLE V - MEMBERSHIP**

### **SECTION 1:**

The Association of Professional Programmers is committed to the concept and practice of equal opportunity for employment and achievement without discrimination because of race, color, religion, national origin, sex, handicap, age, sexual orientation, political affiliation, status as a veteran, or any characteristic against which discrimination is prohibited by applicable law.

### **SECTION 2:**

Hazing will not be used as a condition of membership in this organization.

### **SECTION 3:**

Student membership is limited to any student who is currently enrolled at Penn College.

### **SECTION 4:**

There will be two types of memberships. Active membership is defined by attending at least 50% of meetings. Participant is defined by attending less than 50% of meetings but at least one meeting.

### **SECTION 5:**

Only Active Members are eligible to vote.

### **SECTION 6:**

Any member or participant may be dismissed from APP for any misconduct and shall be given a seven day notice and an opportunity to defend him/herself. The final decision to dismiss a member will be determined by majority vote of the Executive Board.

### **SECTION 7:**

Members and participants of APP must keep the Secretary informed of their current, working email address.

### **SECTION 8:**

Monetary support will not be granted to non-active members.

## **ARTICLE VI - RESPONSIBILITIES**

### **SECTION 1:**

Officer positions for APP are as follows: President, Vice-President, Secretary, Treasurer, and Marketing Chair. These officers shall be known as the Executive Board. Officers must be members of the Association of Professional Programmers.

#### **A. President**

- a. It shall be the duty of the President:
  - i. To act as chair for the Executive Board and can create committees and appoint the committee chairs.
  - ii. To co-ordinate and supervise the work of the Vice-President, Secretary, Treasurer, and Marketing Chair of the organization;
  - iii. To carry out the policy of the organization;
  - iv. To coordinate with advisors;
  - v. To call special meetings;
  - vi. To serve as a liaison between APP and the administrative offices; and
  - vii. To carry out the instructions and decisions of the Executive Board.

#### **B. Vice-President**

- a. It shall be the duty of the Vice-President:
  - i. To assist in the President's duties;
  - ii. To carry out Presidential duties during the absence of the President;
  - iii. To meet with advisors when the president does;
  - iv. To carry out the instructions of the Executive Board; and
  - v. To report to the President.

#### **C. Secretary**

- a. It shall be the duty of the Secretary:
  - i. To maintain an up-to-date register of the members of the organization;
  - ii. To record the proceedings of all General Meetings and meetings of the Executive Board and make these minutes available in an easily accessible portion of the organization's online presence;
  - iii. To conduct and keep copies of all correspondence to the organization;
  - iv. To carry out the instructions and decisions of the Executive Board relating to the administration of the organization;
  - v. To ensure that an accurate copy of the organization's Constitution is maintained in an easily accessible portion of the organization's online presence;
  - vi. To have custody of all books, documents, records, and registers of the organization, other than those required to be kept and maintained by, or in the custody of, the Treasurer; and
  - vii. To report to the President.

#### **D. Treasurer**

- a. It shall be the duty of the Treasurer:
  - i. To be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the and issue receipts for the money in

- the name of the organization;
- ii. To keep accounting records as correctly record and explain the financial transactions and financial position of the organization, in such a manner that permits convenient and proper auditing;
- iii. To render an account at each meeting of the Executive Board of all receipts and payments since the previous meeting;
- iv. To render an account of the petty cash at each meeting of the Executive Board;
- v. To furnish the Executive Board with such other accounts and information relating to the finances of the organization as the Executive Board may require;
- vi. To present a current financial statement showing all receipts and payments at each General Meeting and by motion of Executive Board, an auditor's report at the Annual General Meeting;
- vii. Have custody of all securities, books and documents of a financial nature and accounting records of the organization;
- viii. To generally carry out the instructions of the Executive Board relating to the property and finances of the organization; and
- ix. To report to the President.

#### E. Marketing Chair

- a. It shall be the duty of the Marketing Chair:
  - i. To be responsible for maintaining public relations of APP.
    - 1. Involves maintaining resources such as Facebook, Twitter, or any other social networking resource that the Marketing Chair sees fit.
  - ii. To carry out any and all paperwork required for the publicity of APP hosted events.
  - iii. To have at least one other member on the Executive Board to review all publications/advertising items before it is formally processed.
  - iv. To develop and maintain the website of APP;
- b. The Marketing Chair may maintain and manage a marketing committee at his/her own discretion and must first be approved by the President; and
- c. To report to the President.

#### SECTION 2:

Each Executive Board member will remain in office for one year contingent upon registration the following year as a student at Pennsylvania College of Technology. Executive Board members must maintain a minimum GPA of 2.0 and 75% attendance at general meetings.

#### SECTION 3:

##### Removal From Office

#### A. Procedure

- a. Failure of Duties
  - i. The Executive Board may request any member of the Executive Board or member of any Committee to resign from that position if a person

has failed to perform satisfactory duties of the position.

b. Inform

- i. The person concerned shall be informed of this request at least seven days before a meeting of the Executive Board where that person may speak on their own behalf.

c. Vote

- i. Any such request shall require such a motion which will only be passed if the majority of those voting have voted in favor of the motion.

d. Declare Vacant Position

- i. If a person has not resigned within seven days of the request the Executive Board may declare that position vacant.

e. Reinstatement

- i. Any person who has had their former position declared vacant shall have the right to appeal to a General Meeting for their reinstatement.

SECTION 4:

The President, Vice-President, Secretary, Treasurer, and Marketing Chair are permanent seats of the Executive Board. Additional seats may be added or removed by majority vote by the permanent seats of the Executive Board.

**ARTICLE VII - ELECTIONS**

SECTION 1:

Executive Board elections will be held during the Spring semester during the month of April.

SECTION 2:

Only active members of the organization are entitled to vote at the election meeting. Postal voting or proxy voting is not permitted.

SECTION 3:

Elections may also be held on an as-needed basis to fill vacant spots on the Executive Board.

SECTION 4:

No student may hold two Executive Board positions at the same time within the Association of Professional Programmers.

SECTION 5:

A student must commit to one term (one academic year) of service upon election if they want to hold a seat on the Executive Board. Exceptions to this rule are for December graduates.

SECTION 6:

A. Nominations

- a. The Secretary shall call for nominations for Executive Board positions at least fourteen days before the date of the Executive Board elections.
- b. A nomination meeting will be held the week before the Executive Board elections.
- c. At least one vote is needed for the nomination of a student.

#### SECTION 7:

An officer on the Executive Board may be re-elected for the same position he/she currently holds, or may be re-elected for a different position.

#### SECTION 8:

If two candidates receive a tie vote, the President shall decide on one candidate. The President is not permitted to decide on a tie vote if he/she is a candidate for re-election. In this case, the Executive Board, excluding the electee, will choose a candidate.

#### SECTION 9:

##### A. Procedure for Motions

- a. Once a motion is tabled, the motion shall be open to general discussion and amendments.
- b. After general discussion, a call for votes will be made by the President.
- c. All votes will be completed by secret ballot.

#### SECTION 10:

Officers who do not meet these requirements during their term shall resign or be removed. Additionally, only members are eligible for selection to an Executive Board position. Affiliate members and participants may not hold an Executive Board Position.

### **ARTICLE VIII - EXECUTIVE BOARD VACANCIES**

#### SECTION 1:

Any Executive Board member of the Association of Professional Programmers may resign from a position by giving written notification to the Secretary at least fourteen days before that Executive Board member's resignation takes effect.

#### SECTION 2:

The Executive Board shall declare vacant the position of any member of the Executive Board if that member has been absent multiple times without giving a satisfactory explanation for the absence.

#### SECTION 3:

If any position on the Executive Board becomes vacant then the Executive Board shall call a General Meeting for the election of a member to that position within two weeks of that position becoming vacant.

## **ARTICLE IX - MEETINGS**

### **SECTION 1:**

There shall be at least one Annual General Meeting held each calendar year. The meeting will be held during the Spring semester. This is the meeting when the elections happen.

#### **A. Notice of Meeting**

The Secretary shall make all reasonable attempts to notify all members at least fourteen days preceding the meeting.

### **SECTION 2:**

General meetings will generally be held weekly or bi-weekly dependent upon the Executive Board's decision.

### **SECTION 3:**

Executive Board meetings will be held outside of all general meeting times. Meeting times will reflect members' schedules. The President may call more or less meetings if he/she feels necessary.

### **SECTION 4:**

Meetings will generally be called by the President. Additional meetings may be called by the Executive Board or the Advisors. Members with a petition of ten percent will have the opportunity to call for a meeting. The President will approve all requests.

## **ARTICLE X - ADVISORS**

### **SECTION 1:**

The advisors to the Association of Professional Programmers shall be any interested staff or faculty member of Penn College. He/She shall serve a one term (one academic year), which is automatically renewable at the end of each term.

### **SECTION 2:**

Advisors will be available to all members for consultation for advice, counsel, and a resource.

### **SECTION 3:**

Be familiar with College rules and the Student Activities Office policies pertaining to student clubs and organizations.

### **SECTION 4:**

In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. The Executive Board will hold a special meeting regarding

removal and selection of Advisors. A majority vote by the Executive Board is needed for removal and selection.

## **ARTICLE XI - FINANCES**

### **SECTION 1:**

All funds must be deposited within 24 hours after collection.

### **SECTION 2:**

All financial transactions on behalf of or in the name of the Association of Professional Programmers are required to be signed off by the President, the Treasurer, and at least one Advisor.

### **SECTION 3:**

Property purchased or acquired by the Association of Professional Programmers shall be held in Association of Professional Programmers' name.

### **SECTION 4:**

No member of the Association of Professional Programmers shall use any of the resources of the Association of Professional Programmers for direct financial gain.

### **SECTION 5:**

The rules and regulations of the Penn College Student Activities Office and Student Government Association regarding deposits, payments, and budget planning for future semesters will be followed.

## **ARTICLE XII - PUBLICATIONS AND ADVERTISING**

### **SECTION 1:**

All publications of the organization must comply with the rules and policies of the Penn College Student Activities Office.

### **SECTION 2:**

Any document published on behalf of the organization shall first be reviewed by the Executive Board for acceptance.

## **ARTICLE XIII - AMENDMENTS**

### **SECTION 1:**

Amendments to the Constitution may be proposed by any member of the Association



of Professional Programmers. Such proposals shall be submitted in writing to the Executive Board for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on. A majority vote in favor shall be required for adoption of such amendments.

#### SECTION 2:

The Secretary shall renumber the articles and sections of the Constitution as may be occasioned by amendments of insertion and deletion.

#### SECTION 3:

Any additions or changes in the Constitution shall be reported by the Secretary to the membership by electronic mail or other publications.

#### SECTION 4:

Revisions to the Constitution must have a separate document titled, "Amendments approved on [date] and are as follows." Text deleted by the amendment must be shown in ~~striketrough font~~, and text added by the amendment has been underlined for each corresponding Article and Section. Each member of the Executive Board must sign and date the amendments the day of voting. Revision dates must be added in Article XV - History of the Constitution.

### **ARTICLE XIV - HISTORY**

#### SECTION 1:

The Constitution of the Association of Programmers was created in the Spring of 2014 and approved by Penn College Student Government Association on April 2nd 2014.

#### SECTION 2:

The Constitution of the Association of Programmers was created by Andrew Manley, and Joey Bourgart with guidance from Ryan Sokol.

#### SECTION 3:

The Association of Professional Programmers was founded by Andrew Manley and co-founded by Melvin Perez.

#### SECTION 4:

##### A. Executive board history

##### a. Spring 2014

- i. President - Andrew Manley
- ii. Vice-president - Jared Schroll
- iii. Treasurer - Nevan Elder
- iv. Secretary - Jason Horton
- v. Marketing Chair - Melvin Perez

- b. Fall 2014
  - i. President - Andrew Manley
  - ii. Vice-president - Jared Schroll
  - iii. Treasurer - Kyle Rosales
  - iv. Secretary - Melvin Perez
  - v. Marketing Chair - Dakota Cook
- c. Spring 2015
  - i. President - Andrew Manley
  - ii. Vice-president - Dylan Murray
  - iii. Treasurer - Kyle Rosales
  - iv. Secretary - Jason Horton
  - v. Marketing Chair - Dakota Cook
- d. Fall 2015
  - i. President - Jason Horton
  - ii. Vice-president - Kyle Rosales
  - iii. Treasurer - Ben Helsley
  - iv. Secretary - Ryan Conklin
  - v. Marketing Chair - Dakota Cook