

**THE CONSTITUTION OF THE
STEVENS INSTITUTE OF TECHNOLOGY
STEVENS COMPUTER SCIENCE CLUB**

Article I: Name

The name of this organization shall be Stevens Computer Science Club, herein referred to as SCSC, established under the Student Government Association at the Stevens Institute of Technology.

Article II: Purpose

The purpose of this club shall be to provide a collaborative forum for Computer Science discussion and to provide professional development and skills not offered in the classroom. In conjunction with the Association of Computing Machinery Chapter, SCSC will provide students with scholarship, research, and job opportunities.

Article III: Membership

Section 1: General Membership

Membership in SCSC shall be open to all undergraduate students at Stevens Institute of Technology.

Section 2: Voting Membership

Any member that has attended a simple majority of the meetings and events for the current semester shall be considered a voting member. Only voting members may hold officer positions. Each member may hold a maximum of one officer position.

Article IV: Executive Board

Section 1: Officers

The Executive Board shall consist of certain elected officers listed below and will administer the affairs and programs of the club. The Executive Board will consist of the President, President of ACM, Vice President, Vice President of ACM, Secretary, Treasurer, Treasurer of ACM, and Freshman Representative. The Executive Board shall meet once a month or when called by the President. The Executive Board as a whole shall appoint one Committee on Student Interests Representative(s).

Section 2: Duties

A. President:

- a. Preside over all meetings and events of SCSC.
- b. Be the official representative of SCSC in all student, faculty, and administrative matters.
- c. Call and sanction regular or special meetings of the club and E-board.
- d. Form committees and appoint their respective chairs.
- e. Submit a complete transition report of the position's duties and accomplishments upon the completion of the term to the incoming Executive Board.

B. Vice-President:

- a. Assume all responsibilities of the President, in the absence thereof.

- b. Submit a complete transition report of position's duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - c. Perform all duties assigned by the President.
- C. Treasurer:
 - a. Maintain the records of all financial matters of the organization.
 - b. Prepare a budget to submit to the President when requested.
 - c. Submit a complete transition report of position's duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - d. Perform all duties assigned by the President.
- D. Secretary:
 - a. Perform the correspondence of SCSC.
 - b. Record, store and distribute the minutes of all meetings and business discussed at events.
 - c. Provide updated information for use in organizational activities and responsibilities as defined in the bylaws.
 - d. Generate an agenda for all meetings.
 - e. Manage the inventory of the organization and coordinate on-campus storage of club materials and assets with the SGA.
 - f. Submit a complete transition report of the position's duties and accomplishments upon the completion of the term to the incoming Executive Board.
 - g. Work closely with the freshman representative.
 - h. Perform all duties assigned by the President.
- E. Freshman Representative:
 - a. Advertising for some events (including creation of flyers, Instagram posts, etc)
 - b. Spread the word about SCSC in order to increase membership
 - c. Perform all duties assigned by the President.
- F. President of ACM
 - a. Be the official representative of ACM in all student, faculty, and administrative matters.
 - b. Oversee and be the main source of contact for scholarship and research opportunities.
- G. Vice President of ACM
 - a. Assume all responsibilities of the President of ACM, in the absence thereof.
 - b. Perform all duties assigned by the President of ACM.
- H. Treasurer of ACM
 - a. Organize scholarship opportunities and publicize opportunities to the entire club.

Section 4: Election of Officers

Officers serve a one semester term, or serve until their successor is elected. Elections shall occur semesterly as specified by the Student Government Association's Unified Elections process, and as necessary to fill vacancies. All elections shall be governed by policies set forth in the organization's parliamentary authority.

Section 5: Resignation of Office

Should a member of the Executive Board choose to resign from office, this individual must submit a formal notice of resignation to the Executive Board. This member is responsible for the duties of their position for up to two weeks or until a suitable replacement is chosen.

Section 6: Removal of Office

Any office-bearer of the Executive Board, who does not attend two consecutive Executive Board meetings without valid reason, or is failing to perform their duties, is liable to be removed from the Executive Board. To implement this individual's removal, the Executive Board has the discretion to impeach the member in question pending a simple majority approval of the general body. A majority vote is required to effect the removal.

Article V: Committee on Student Interests Representative

The Committee on Student Interests Representative (also known as the "RSO Representative") is responsible for attending meetings of the sub-committee of the Committee on Student Interests to which the organization belongs. This may be a member of the Executive Board, a General Body Member, or other, dependent on the requirement of the organization's Subcommittee.

Article VI: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt. Any meeting may be run under Robert's Rules of Order at the mandate and discretion of the President in order to establish law and order in an unruly environment.

Article VII: Meetings

Section 1: Quorum

A simple majority of voting members shall constitute quorum.

Section 2: Meeting Time

Meetings shall occur at the call of the President, or as resolved by the organization.

Article VIII: Bylaws

The organization reserves the right to create bylaws and other rules of order at its discretion. No bylaw shall supersede or be inconsistent with this constitution or the policies set forth by the SGA.

Article IX: Amendments

Amendments to this Constitution shall require a simple majority, with previous notice, of voting members to pass. Amendments must subsequently be approved by the SGA.

Article X. Adoption:

This Constitution shall become effective upon:

- i. Approval by the SCSC General Body.
- ii. Approval by the Student Government Association (SGA).

Article XI: Inclusivity Statement

Section 1: Name and Pronoun Usage

As this organization includes group work and discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect. This includes the ability for all students to have their chosen gender pronoun(s) and chosen name affirmed.

Section 2: Inclusion Statement

Stevens Institute of Technology believes that diversity and inclusiveness are essential to excellence in academic discourse and innovation. In this organization, the perspective of people of all races, ethnicities, gender expressions and gender identities, religions, sexual orientations, disabilities, socioeconomic backgrounds, and nationalities will be respected and viewed as a resource and benefit throughout the semester. Suggestions to further diversify class materials and assignments are encouraged. You are expected to treat your peers in the organization with courtesy and respect. Disrespectful conduct and harassing statements will not be tolerated and may result in disciplinary actions.

Article XII: Chaos Clause

Procedures not specifically defined in this constitution shall be adapted from previous experience of the Executive Board.