

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the “Programming Club” (PCSS).

ARTICLE II – PURPOSE

The purpose of PCSS shall be to bring students interested in computer programming together within the Salem State University community. PCSS shall also be a place to raise awareness of computer science issues and matters.

ARTICLE III – MEMBERSHIP

SECTION 1. All registered Salem State students with an interest in computer programming shall be eligible for membership in PCSS, regardless of race, color, religion, creed, sex, national origin, age, sexual orientation, gender identity and/or gender expression, genetic information, marital status, veteran status or disability.

SECTION 2. Voting members should be full time undergraduate day student.

SECTION 3. Voting members shall be designated as those persons who have attended three meetings in an academic semester.

SECTION 4. Honorary (non-voting) memberships may be given to Salem State University alumni or others who have demonstrated genuine interest in computer science.

ARTICLE IV – OFFICERS

SECTION 1. Officers shall be full time undergraduate day students.

SECTION 2. The officers of the organization shall be President, Vice President, Secretary, and Treasurer.

SECTION 3. All students who have previously been voting members of PCSS shall be eligible to hold office provided they are in good academic standing at the time of election.

SECTION 4. The term of office for all members shall be from the beginning of the regular academic year to the end of the same academic year.

SECTION 5. The officers shall be elected by a majority at the annual election held on a designated date no later than the third week in April.

SECTION 6. Vacancies of offices shall be elected by the majority of the voting members.

ARTICLE V – MEETINGS

SECTION 1. The regular meetings of PCSS shall be held as decided by the membership.

SECTION 2. Special meetings of the organization may be held upon request of the voting members.

ARTICLE VI – RULES OF PROCEDURE

SECTION 1. Meetings will be conducted according to Robert’s Rules of Order (most recent revision), as long as it is in accordance with the Constitution. Should Robert’s Rules of Order conflict with this Constitution, this Constitution takes priority.

SECTION 2. The method for replacing a vacant office shall be suggested by the President during an executive board meeting and eventually proposed to the general body for approval.

SECTION 3. The replacement shall either be (1) the runner-up of the previous election, or (2)

chosen through a new election held in the same manner as the previous election.

ARTICLE VII – AMENDMENTS

SECTION 1. Amendments to this Constitution may be proposed by either the officers or voting members of this organization.

SECTION 2. Proposal for amendment shall be through a formal written letter.

SECTION 3. Consent by two-thirds (2/3) of the voting members shall be necessary to approve amendments to this Constitution.

BYLAWS

ARTICLE I – DUTIES OF OFFICIERS

SECTION 1 – The President shall

- a. Attend and presides over all meetings.
- b. Call for special meetings when necessary.
- c. Co-sign all financial documents with the Treasurer.
- d. Act as the link between the Student Government Association (SGA) and the Programming Club (PCSS).
- e. Assign other E-Board (Executive Board) members special tasks.
- f. Coordinate the organization's programs.
- g. Promote cooperation with PCSS and others groups and clubs.
- h. Be responsible for promoting the organization as well as any activity the organization sponsors.

SECTION 2 – The Vice President shall

- a. Represent the President in all his/her duties when absent.
- b. Coordinate the work of all the E-Board members and report it to the President.
- c. Secure locations for PCSS events ahead of time.

SECTION 3 – The Secretary shall

- a. Keep records for special events held by the club. Inform E-Board members about matters that concern the club.
- b. Keep track of all members present during meetings.
- c. Be responsible for all administrative correspondence.
- d. Shall be responsible for email work.
- e. Maintain any Internet presence for the group.
- f. Be responsible for the organization's printing and advertisement.

SECTION 4 – The Treasurer shall

- a. Keep record of all financial activities.
- b. Co-sign all financial documents along with the President..
- c. Maintain accurate financial records for the organization.
- d. Coordinate financial previsions with the help of the E-Board members.
- e. Be responsible for fundraising activities.

ARTICLE II – DUTIES OF ADVISOR

SECTION 1. A faculty Advisor shall be appointed by two-third (2/3) of the voting members.

SECTION 2. The duties of the Advisor shall be to;

- a. Attend the meetings of the organization,
- b. Sign documents on behalf of the organization as appropriate including room clearance forms, recognition forms, contracts, etc.
- c. Act as a consultant for the organization, as well as any projects or special committees within the organization.
- d. Act as a liaison between the University and the organization representing the interests of the Club.

SECTION 3. The Advisor shall not have voting privileges in the organization.

ARTICLE III – COMMITTEES

SECTION 1. Ad-hoc committees.

- a. Shall be formed by the President, as deemed necessary to investigate matters of immediate concern.
- b. The chairperson and members of the ad-hoc committee will be appointed by the President, to be approved by a majority of the voting members of the organization.

ARTICLE IV – IMPEACHMENT

SECTION 1. Officers and/or members may be impeached on the bases of not fulfilling the purposes and policies of the organization as outlined in the constitution and bylaws or for violation of college and/ or financial procedures.

SECTION 2. Any member of the organization may initiate impeachment proceedings by giving

written notice to the President. If it is the President who is being impeached, notice should be given to the Vice President.

SECTION 3. Upon formal notification, it is the responsibility of the Advisor to convene an ad-hoc committee of inquiry to consider the filed allegations, determine the validity of the charges and make recommendations regarding sanctioning to the full body for its consideration.

SECTION 4. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.

SECTION 5. Recommendations for sanction made by the ad-hoc committee of inquiry must be approved by the Advisor of the members present and voting, in order to be implemented.

SECTION 6. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal.

SECTION 7. An individual may appeal his/her sanction by submitting an appeal request to the Advisor of the organization within ten (10) calendar days of his/her notification of the sanction.

SECTION 8. An appeal may be requested any time but not more than two times during the term.

SECTION 9. The Advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a rendering by the committee of inquiry.

SECTION 10. If an appeal hearing is granted based upon one of the conditions in section 8, it will be conducted in accordance with the provisions of Sections 3-6..

ARTICLE V – ELECTIONS

SECTION 1. Elections must be held no later than the third week in April.

SECTION 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article-III, Section 1 and 2 of the constitution.

SECTION 3. Violations of election procedure shall be heard by an ad-hoc committee..

SECTION 4. E-Board members shall serve one academic year term office.

SECTION 5. Candidates interested in running for office will notify the Advisor and E-Board members. A general body meeting will be called in which the candidates shall present a speech and respond to questions from members of the general body. The general body will then vote and the results will be published immediately following the tabulations.

SECTION 6. If only one candidate is running, he/she will automatically be elected to that position.

SECTION 7. In case of a tie, a run-off election will be held.

ARTICLE VI – FINANCES

SECTION 1. All finances shall be handled in accordance with the established fiscal procedures in effect for the Student Government Association and the college as outlined in the Groups and Clubs Manual.

SECTION 2. In the event of loss of recognition, any funds remaining in the organizations account will revert back to the Student Government Association.

ARTICLE VII – INITIATION

SECTION 1. The PCSS does not engage in any initiation procedures, which would be considered illegal under applicable state and federal law.

SECTION 2. Each year, every member, will be provided with a copy of Massachusetts General Laws Chapter 269, Sections 17, 18 and 19, as amended, and will be required to sign an acknowledgement of such receipt.

ARTICLE VIII – AMENDMENTS

SECTION 1. Any PCSS member may propose an amendment by sending a written letter to the Advisor and the E-Board.

SECTION 2. If members of the E-Board wish to propose an amendment, a written letter should be sent to the Advisor. All proposed amendments shall then be discussed during a general body meeting for approval.

Because the Constitution and Bylaws are two separate documents, each must have an article, which provided procedures for amendment. This article can follow the same basic pattern as Article VII of the Constitution.