

NDSU Entomology Club - Constitution

ARTICLE I. NAME AND PURPOSE

1. Section 1. Name: North Dakota State University Entomology Club

Section 2. Purpose:

- A. To encourage its members opportunities for professional growth.
- B. To encourage free exchange of ideas in the field of entomology.

ARTICLE II. MEMBERSHIP

Section 1. Membership and participation is open to all regardless of race, color, sex, religion, age, national origin, or handicap.

Section 2. Requirements for membership:

- A. Anyone can be a member.
- B. Voting members shall consist of all members who have paid required dues.

Section 3. Removal of Members:

- A. Grounds for removal of members include a violation of University Policy.
- B. The process of removal is:
 - 1. A petition containing 40% of the voting members presented to the club.
 - 2. The member in question shall be provided an opportunity to present a defense either in person or in writing.
 - 3. A 2/3 majority vote shall decide removal.

Section 4. Appeal of removal of Members:

- A. Members may appeal their removal. The President shall call a special meeting.
- B. The decision to uphold the vote for removal shall require a 2/3 majority vote.

ARTICLE III. OFFICERS

Section 1. The officers of the Entomology Club will be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 2. Elections will be held in February and a simple majority vote of members present will elect officers.

Section 3. Duties of elected officials.

A. The duties of the President shall be:

1. To preside at all meetings of the organization.
2. To call special meetings when necessary.
3. To perform all duties as specified in the bylaws.
4. To attend all scheduled CSO meetings, or find a delegate.
5. To attend annual budget meeting with Treasurer.
6. To have an agenda planned for every business meeting.

B. The duties of the Vice President shall be:

1. Assume the duties of the President in the event of vacancy.
2. Assistant to the President when necessary.

C. The duties of the Secretary shall be:

1. To keep records of all members and activities of organization.
2. To keep minutes and type them for the next meeting.
3. To notify members of all meetings.

D. The duties of the Treasurer shall be:

1. To keep all financial records of the organization.
2. To prepare annual budget and budget request for funds.
3. To prepare an accurate financial report to the organization.
4. To attend annual budget meeting.

Section 4. Vacancies in all offices, except the President (which shall be filled by the Vice President) shall be filled by an election at the next meeting.

Section 5. Removal of officers will occur if there is a violation of the University Policy and/or a failure to perform duties in this constitution. A petition with 40% of the members will be given to one of the other officers, and presented to the organization. The officer in question shall be provided an opportunity to present a defense. A 2/3 majority vote will decide removal and the officer may appeal their removal within two weeks of the vote. At the next meeting, a vote will be taken again and a 2/3 majority will uphold the decision for removal.

Section 6. All changes in officers of mailing addresses shall be submitted to the CSO, and Student Government Office, within two weeks of such change.

ARTICLE IV. ADVISOR

Section 1. Advisor Selection:

- A. The Advisor of the Entomology Club must be a member of the NDSU faculty or staff.
- B. The Adviser shall be elected by a simple majority vote each year at the time of the regular organization elections.

Section 2. Role of the Advisor:

- A. The Advisor shall serve as a resource or consultant to the organization.
- B. The Advisor shall assist the officers and the members in accomplishing the purpose of this organization.

ARTICLE V. MEETINGS

Section 1. Meeting schedule:

- A. Business meetings shall be monthly and held on the third Thursday of every month at 11 am.
- B. Non-business meeting for the purpose of instruction, practice, of fun activities shall be given a one-week notice to all members.

Section 2. Special meetings may be called by the President as he/she deems necessary or by majority vote of the membership at any meeting.

Section 3. Quorum:

- A. A quorum for transacting business shall be 50% of the voting members present at any meeting.
- B. Quorum is not required to hold non-business meetings.

ARTICLE VI. COMMITTEES

Section 1. The President will have the authority to establish any special committees which meet the interests of the club.

ARTICLE VII. FINANCAL STRUCTURE

Section 1. University Account

- A. All appropriated funds must be expected and requisitioned in accordance with the Finance Commission Guidelines.
- B. All unappropriated funds must be maintained in an account at a financial institution approved by a majority of the club members.

Section 2. Financial Responsibility:

- A. Membership dues will be collected by the Secretary.
- B. Dues for this organization shall be approved by a simple majority vote of the voting membership.
- C. Deposits will be made by the Treasurer within one week of receipt.
- D. Any money spent over \$10 shall be approved by a simple majority vote of the voting membership.

Section 3. Fiscal Planning Responsibilities:

- A. The Treasurer will be responsible for obtaining a current copy of the Finance Commission Guidelines and preparing a budget requests.
- B. The Secretary will maintain a file of annual budget requests and approved budgets. This file will remain with the organization to provide continuity from one administration to the next.

ARTICLE VIII. AMENDMENTS/BYLAWS

Section 1. Changing the Constitution

- A. All activities will be governed by the University.
- B. Amendments to the constitution and bylaws shall be approved by 2/3 majority vote at any business meeting and become effect immediately.
- C. Constitution revisions must be made every three years and submitted to the CSO.