ViewIn Club Constitution

Article I: Name and Purpose

Section 1: Name

ViewIn

Section 2: Purpose/Mission

Mission:

a. ViewIn will use multimedia tools such as graphic design, video editing, website development, and event planning to develop marketing campaigns in order to achieve student, club and organization’s desired outcome based on marketing strategy.
b. ViewIn will provide students opportunities to practice and develop their professional skills of multimedia, communication and marketing in our activities.
c. ViewIn encourage mutuality: Students, clubs and organizations can achieve better outcome by concentrating on their specialties to exchange their desired resources. Therefore, all services provided to students, clubs and organizations by ViewIn will based on fair exchanges of appropriate resources.
d. ViewIn encourage international and intercultural communications: ViewIn will help students, clubs and organizations to market in multi-language to improve understanding among people with different culture backgrounds.

Article II: Membership

Section 1: Eligibility for General Membership

- General membership of ViewIn is open to any CSB/SJU student regardless of race, gender, creed, sexual orientation, political affiliation, physical disability or ability, social status, or any otherwise distinguishing characteristics.
- Non-students are not allowed to be full members, but they can be non-voting, affiliate Members.

Section 2: Voting Member Criteria

- Every general member who consistently participates in ViewIn’s activities for at least one month could participate in board member voting process.
- The candidates of board members must consistently participate in ViewIn’s activities for at least one semester, have projector leader experience and hold position related professional skills.
- Board members from qualified candidates must be voted by the two-third majority current board members and qualified general members.

Section 3: Removal of Members
• Members are responsible for attending required club meetings, participating club tasks and contributing to ideas.
• If a member doesn’t participate in our club activities for more than two months or doesn’t attend our club meeting three times without notification, a board member will contact him/her. If he/she doesn’t change his/her attitude and still doesn’t respect our club, we will have a vote to remove him/her.
• Member removal must be voted by the two-third majority vote from current board members and qualified general members.

**Article III: Board members**
**Section 1: Board members Qualification**

• The candidates of board members must consistently participate in ViewIn’s activities for at least one semester, have projector leader experience and hold position related professional skills.

**Section 2: Elected Board members**

• President
• Vice President
• Research & Development Director
• Art Director
• Marketing Director
• Account Director
• Treasurer

**Section 3: Duty of Board members**

• President
  - Set agendas for all meetings and preside all meetings
  - Run the election process
  - Make big events schedule and special projects for ViewIn
  - Oversee all events and projects, and appoint members to oversee a particular project if necessary
  - Sets vision/strategy with other members for ViewIn
  - Primary representative when contacting with clubs or organizations both on-campus and off-campus

• Vice President
  - Assumes presidents duties in his/her absence or in time of need
  - Make big events schedule and special projects with president
  - Responsible for pushing club forward
  - Look for opportunities for growth
  - Keep track of minutes of all club meetings and email them to the other board members
  - Club recorder and historian, keep record of events and activities

• Research & Development Director
- Responsible for developing websites and applications.
- Solve technique problems

• Marketing Director

- Responsible for maintain and update our website and social networks
- Publicize our events to CSB/SJU community and other schools oversea
- Establish and execute marketing strategies for students, clubs and organizations

• Art Director

- Develop and execute art content, such as design, video editing based on marketing strategies

• Account Director

- Research information of clients
- Negotiate the detail of exchange
- Communicate with clients during developing and executing campaigns
- Keep record of exchange process, and the status of campaigns
- Supervise the exchange between ViewIn and clients
- Promote the idea of mutuality in campuses and community

Note: Clients are students, clubs and organizations that have already built an exchange relationship with ViewIn

• Treasurer

- Keep all financial records
- Submits monthly audit statements to CFB
- Notify organization of financial issues
- Prepares budget/allocation requests

Note:
1. Board members are non-hierarchical. President and vice president are the organizer of meetings.
2. Directors are responsible for developing his/her skills and knowledge, and training members interested in related fields. The number of directors is not limited to one.
3. Project leaders could be any members of our club. They are responsible for executing their projects.

Section 4: Vacancy of Board members

• In the event that any board member leaves those duties will be handed by other board members until a special election is held. (See Article IV)

Section 5: Removal of Board members
- If a board member misses more than two meetings regardless of reasoning they will be contacted by President or Vice president to discuss their situation.
- If a board member doesn’t contribute our club for one month, President will contact him/her. If he/she doesn’t change attitude and still doesn’t respect our club, we will have a voting to remove him/her.
- Three quarters of the board members and qualified general members must be present in order to vote on board member removal.
- Board member removal must be voted by the two-third majority vote from current board members and qualified general members.
- Advisor could give advice, but no voting right.

**Article IV: Elections**

**Section 1: Election Procedures**

- An application process will be used for board member positions.
- Board members from qualified candidates must be voted by the two-third majority current board members and qualified general members.

**Section 2: Special Elections**

- Within two weeks of vacancy occurring, a special election will take place among qualified general members.
- A qualified general member of the club will go through the interview process. Refer to section 1 of Article IV.

**Article V: Advisor**

**Section 1: Selection**

- The board member votes and contacts the desired employee of CSB/SJU.
- Club advisor should be supportive of the club’s mission and have the capability of giving guidance and ideas for future development.

**Section 2: Duties**

- The club advisor shall attend at least one board meeting each year.
- Aid in shaping strategy and vision of Viewln.

**Article VI: Meetings**

**Section 1: Regular Meetings/Club Activities**

- Club meetings will take place around once per week on a specified day and location.
- All decisions must be approved by a two-third majority.
- Board members may be required to report their status of their jobs or projects.

**Section 2: Special Meetings**
• A special meeting will be held when an unplanned situation occurs. It will follow the same format, and members will be notified through email.

Section 3: Parliamentary Authority

• The president will direct the meetings and talk plans.
• Board members report their related jobs or projects before.
• Make decisions of next step must be approved by a two-third majority.
• The president will assign tasks.

Section 4: Quorum

• Two-third of Club membership must be present for official club business to occur.

Article VII: Committees
Section 1: Committees

• Should it become necessary, the president has the authority to create committees to oversee certain activities within the club

Article VIII: Finances
Section 1: Co-Funding Board

• We will apply for CFB monies and if allocated, we will follow all CFB and institutional regulations.

Section 2: Honorariums

• No board members or general members will receive an honorarium/stipend from the organization.

Article IX: Amendments
Section 1: Ratification

If any member wants to amend the constitution they must adhere to the following guidelines:

• Must make a proposal
• Must present information to the board members
• Board members have two weeks to review the proposal and to present the decision to the club
• In order for the proposal to be amended, two-third of the club present at the next meeting must agree

Section 2: Submittal to Department of Student Activities and Joint Clubs Board

• Any changes made to this constitution will be submitted to the department of Student Activities and the JCB.

Article X:
ViewIn admits students without regard to their race, religion, color, sex, age, sexual orientation or national or ethnic origin to all the rights, privileges, programs and other activities generally accorded or made available to members of the organization.

**Article XI:**

ViewIn considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. ViewIn recognizes the dignity of every person and opposes all forms of hazing.