**College of Saint Benedict/Saint John’s University**

**CONSTITUTION**

**Afro STEM**

**Article I: Name and Purpose**

The name of the club is Afro STEM.

The aim is to empower women majoring in STEM, especially those of color. Also, to provide a safe space for women majoring in STEM to voice the problems that they face. Any student who attends CSB/SJU is free to join Afro STEM to support and uplift these women as they go through this difficult journey to pursue their dreams. Not only do women of color majoring in STEM have a hard time with the difficult classes, but they must deal with the disproportion between social justice and academic obstacles. Afro STEM is intended to acknowledge these issues and form discussions to commence action and passionate activism.

**Article II: Membership**

To become an official member of the club, students must be currently enrolled in CSB/SJU and support and uplift women of color majoring in STEM.

Selection of club leaders should be democratic in nature; all official club members should have a voice in the club election process. (See Article IV)

The process in removing any member who is not in good standing with the club, consists of: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum, timeline for the process, appeal process. (See Article III, Section 5)

**Article III: Officerson the Executive Board**

To be an officer of Afro STEM club, one must display leadership, have great communication skills, problem-solving skills, discipline, be in a good standing academically, and display good conduct on and off campus.

The club officers’ positions consist of President, Vice-President, Public Relations Representative, Treasurer, Events Co-Ordinator, and Secretary. All club officers are expected to carry out their duties and responsibilities for a school year. (August-May)

Officer positions and their duties include:

1. President:
2. preside at all meetings
3. set and monitor goals of the club
4. call special meetings
5. be the primary contact with the institutions
6. appoint committee chairs
7. runs the election process
8. delegates tasks as necessary
9. meet once a month with club’s faculty advisor.
10. Vice-President:
11. assume President’s duties in his/her absence
12. schedule meeting/practice rooms/facilities
13. primary contact with the JCB
14. plans member/officer training programs
15. Secretary:

A. takes and distributes minutes of all club meetings

B. recorder keeper (current and past members, files minutes, etc)

C. maintains all important files for the club

B. notify members of meetings

D. collects reports from the committees’ chairpersons

1. Treasurer:
2. keeps all financial records
3. submits monthly audit statements to CFB contact (this is a mandatory requirement if you receive CFB funds)
4. notifies organization of financial issues
5. prepares budget/allocation requests,
6. Public Relations Representative
7. Send communication messages to the student body when the club intends to share a formal statement on an issue or event.
8. Serve as a resource on advertising the club’s sponsored events and programs via email and social media (i.e. Facebook, Twitter, Instagram).
9. reserve the brand of the club when distributing information on all communication platforms.
10. Publicize the club’s weekly agendas and announcements to the student body over the Bulletin App and social media.
11. Events Coordinator
12. Planning event details and aspects, including seating, dining and guests
13. Creating reliable financial reports and collecting payments on time
14. Remaining under budget with all costs
15. Managing events and addressing potential problems that may arise
16. Planning for potential scenarios that could impact the integrity of the event
17. Maintaining a working knowledge of the complex needs of a wide variety of events

If a club officer leaves office, the next person under them will assume those duties until a special election is held.

***Section 2: Removal of Officers***

A petition to remove the officer in question must be submitted to another officer. This petition must contain the specific details and evidence in relation to any offence or misconduct carried out during or in association with activities which might reasonably be considered as bringing or having the potential to bring the club into disrepute, and signatures of 2/3 of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.

Grounds for removal are then presented by the officer in charge at a special club meeting. The officer in question shall be provided an opportunity to present a defense either in person or in writing. A quorum shall be present, and a 2/3 vote of the voting members shall decide upon removal.

***Section 3: Appeal of Removal of Officers***

A removed officer can decide to appeal the club’s decision within 1 week of their removal. To appeal the club’s decision, a Notice of Appeal will be presented to the club’s Secretary. The Club Secretary shall acknowledge a Notice of Appeal within seven days of its receipt and will cast a decision in regards to ‘the grounds on which the verdict is challenged’, if there are sufficient evidence provided to support the challenge, the Appeal Panel process will commence, if there are insufficient grounds, the appeal will be dismissed.

The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may quash the original decision, confirm the original findings, request that the case be reheard (re-trial), increase the original sanction, and abate the original sanction.

The Appeal Panel should inform all parties of its decision within fourteen days together with written reasons for their decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

**Article IV: Elections**

***Section*** 1: Nomination Process  
At the meeting prior to holding elections, the president will define the officers roles, ask if there are any members interested in running for an officer position or any members willing to nominate a member for an officer position, then encourage each officer nominee to prepare a statement to present at the next scheduled meeting about why they would be the best choice for that officer role.

***Section 2: Election***  
During the election meeting, the candidates will present the statement that they made in front of the entire club, then all members will write down their votes for each position on a piece of paper. The votes will then be tallied, and the winner will be announced by the president/vice president. The Department of Student Activities should notified of the new officers. Selection of club leaders should be democratic in nature; all official club members should have a voice in the club election process.

***Section 3: Special Elections***  
If an officer leaves/is removed from office within 2 weeks of vacancy, the remaining officers must decide who will fulfill the position. This can be done by election (Section 2).

**Article V: Advisor**

***Section 1: Se***lection  
An advisor will be chosen based on sharing similar interests in the nature of the club.

***Section 2: Duties***  
The advisor chosen should

* explain institutional policy/procedure
* review the club's annual budget and offer financial management advice
* provide continuity for the club/organization from year to year
* act as a resource to the group
* attend programs that may potentially have liability/risk for the institutions
* intervene when knowledge of illegal activity/activities contrary to CSB/SJU policy occur
* understand and abide by the Clery Act

**Article VI: Meetings**

***Section 1: R*egular Meeting/Club Activities**  
Meetings will be held bi-weekly, and the day of which it should be help will be discussed by the officer of the club.

***Section 2: Special Meetings***  
"Special meetings" will be held between regular meetings to conduct business that cannot wait until the next regularly scheduled meeting. Officers are required to give notice of special meetings and allow member attendance at such meetings.

***Section 3: Parliamentary Authority***  
Robert’s Rules of Order will not be used during meetings . All members of the club are expected to behave in an orderly manner and be respectful to all members and speakers during meetings.

***Section 4: Quorum\****  
2/3 of voting members must be present for official club business to occur.

**Article VII: Committees**

***Section*** 1: Committee Structure  
Listed below are the committees of Afro STEM, the responsibilities of each committee and who is responsible for each committee.

* Fundraising committee: Chaired by the club’s Treasurer and consists of 2 other club members. This committee is responsible for raising funds to insure the financial viability and stability of the organization. The committee may also plan specific fundraising events and activities

***Section 2: Special/Ad-Hoc Committees***  
Special/ad-hoc committees may be formed if needed.

**Article VIII: Finances**

***Section 1:*** Co-Funding Board  
Please note that recognized clubs MAY NOT have an off-campus account, even if it is from club generated funds. This is an in*stitutional policy.*

If allocated resources, the *Afro STEM club* will follow all CFB and institutional regulations, and keep all club funds in on-campus accounts.

***Section 2: Honorariums***  
Officers or members will not receive an honorarium/stipend from the organization.

***Section 3: Dues***

Members are not expected to pay dues in order to participate in certain activities.

**Article IX: Amendments**

***Section 1: Ratification***  
In the event that any proposed constitutional amendments are brought up by a member, the club officers will review the amendments and proceed to vote on the suggested amendments.

***Section 2: Submittal to Department of Student Activities and Joint Club Board***  
Any changes made to this constitution must be submitted to the Department of Student Activities and the JCB.

**Article X**

The *Afro STEM club*  agrees that its activities, mission statement and goals are consistent with the Benedictine Values.

**Article XI**

The *Afro STEM club* 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 XII**

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

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Date of recognition/revision: