Constitution & By-Laws: Friday Afternoon Club for Graduate Students in Communication

**ARTICLE I. NAME AND PURPOSE**

Section 1. NAME:

Friday Afternoon Club for Graduate Students in Communication (FAC)

Section 2. PURPOSE:

The purpose of the club is twofold: 1) To provide professional development opportunities for graduate students in the Department of Communication; and 2) To promote camaraderie activities amongst graduate students and faculty

**Goals and Objectives of the FAC:**

* Organize professional development opportunities every month through the academic year for graduate students
* Offer one social activity each month throughout the year for graduate students
* Provide an avenue for graduate students and faculty to interact outside the classroom

Section 3. AFFILIATIONS:

Department of Communication

**ARTICLE II. MEMBERSHIP**

Section 1. NON-DISCRIMINATION STATEMENT:

The club is fully committed to equal opportunity with regards to participation and membership is open to all NDSU communication graduate students without regard to race, color, national origin, religion, sex, handicap, age, or sexual orientation.

Section 2. MEMBERSHIP:

1. Current NDSU Graduate Communication Students (part-time graduate students, teaching assistants, and research assistants all are welcome)

Section 3. REQUIREMENTS FOR MEMBERSHIP:

1.) NDSU Communication graduate student

2.) Payment of annual dues for general members

3.) Compliance with minimum disciplinary standards set forth by the University

Section 4. MEMBERSHIP DUES AND FINANCIAL RESPONSIBILITIES:

1.) Annual membership dues: $20.00 (payable at the beginning of the fall semester)

Section 5. REMOVAL OF MEMBERS:

A. Grounds for removal of members include:

1. Violation of University policy

2. Non-payment of dues

B. Procedures to remove members:

A written petition to remove the member should be submitted to the Director of Graduate Studies. The petition must contain the signatures of at least 3 active club members. When such a petition is received, the Director will determine if action is necessary, and if so, will ask the member to leave the club.

**ARTICLE III. EXECUTIVE COMMITTEE MEMBERS**

Section 1. MAKEUP OF THE EXECUTIVE COMMITTEE AND THE ELECTION PROCESS:

The Executive Committee will be comprised of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Immediate Past-President
6. Marketing and Public Relations
7. First Year Graduate Liaison

Election Process:

* The Vice-President will become President, and the President will become Immediate Past-President
* The Vice-President, Secretary and Treasurer will be elected in April (all positions will be held for one year)
  + April Election Process
    - Open positions will be open to FAC members
    - Nominations will be solicited the last FULL week of April
    - To nominate oneself or someone else, an individual needs to submit a one-page statement with the name, desired position, and their skills and abilities to aid the organization for that particular position
      * Statement should be emailed to the Secretary of the FAC by noon the day prior to the opening of elections
    - Elections will open the Monday following the last FULL week of April via a paper ballot emailed out to all members by the Secretary, and will close at noon on Friday of that same week
      * All paper ballots must be printed, completed and placed in the mailbox of the Club secretary by noon on Friday of election week
    - If a student is absent from campus for the entirety of election week, an electronic ballot may be submitted to the Club Secretary
* The Marketing and Public Relations position and the First Year Graduate Liaison will be elected in August (all positions will be held for one year)
  + August Election Process
    - Open positions will be open to FAC members
    - Nominations will be solicited the week of graduate student orientation
    - To nominate oneself or someone else, an individual needs to submit a one-page statement with the name, desired position, and their skills and abilities to aid the organization for that particular position
      * Statement should be emailed to the Secretary of the FAC by noon the day prior to the opening of elections
    - Elections will open the Monday of the first week of classes via a paper ballot emailed out to all members by the Secretary, and will close at noon on Friday of that same week
      * All paper ballots must be printed, completed and placed in the mailbox of the Club secretary by noon on Friday of election week
    - If a student is absent from campus for the entirety of election week, an electronic ballot may be submitted to the Club Secretary
* If a Secretary is not currently in office, the President of the FAC will administer the elections

Section 2. EXECUTIVE COMMITTEE DUTIES:

1. **President**:
2. Approve through majority vote various administrative rules and regulation proposed by the Faculty Advisor (and/or the student members), regarding the management of the club and in particular, the rules and regulations associated with the club and NDSU
3. Organize and administer Executive Committee monthly meetings
4. Be present at FAC committee meetings
5. Be present at FAC events
6. Represent the club at NDSU and external activities and functions
7. Supervise and if necessary, substitute for other Executive Committee members if they are unable to perform their duties
8. The President and the Treasurer will be the primary contact person(s) managing the club bank account and have authority to make payments for club debts and expenses that have been approved by two other Executive Committee members
9. Be willing to offer input in brainstorming sessions for future planning
10. Be willing to create and disseminate materials (flyers/emails) containing information for future activities
11. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
12. **Vice-President – Assistant to the President:**
13. Assists the President with all of his/her duties (described above) and may act as the substitute to the President under the discretion of the President and/or the Faculty Advisor
14. Coordinate one service event for the organization per academic year (i.e. Club participation in NDSU’s Big Event)
15. **Past-President:**
    1. Provide guidance to the organization as necessary
    2. Be present at FAC Executive Committee meetings
    3. Be present at FAC events
    4. Be willing to offer input in brainstorming sessions for future planning
    5. Be willing to disseminate materials (flyers/emails) containing information for future activities
    6. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
    7. Be willing to attend Graduate Student Association meetings (GSA)
16. **Secretary**:
17. Maintain a list of club members (names, phone numbers, email addresses, etc.)
18. Take attendance and minutes at club meetings
19. Send out email invitations/tabulate confirmed attendees for events
20. Create voting ballot, administer elections and tabulate voting with Faculty Advisor
21. Be present at FAC Executive Committee meetings
22. Be present at FAC events
23. Be willing to offer input in brainstorming sessions for future planning
24. Be willing to create materials (flyers/emails) containing information for future activities, and coordinating with the Marketing and Public Relations representative to share this responsibility.
25. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
26. **Treasurer:**
27. Be present at FAC Executive Committee meetings
28. Be present at FAC events
29. Be willing to offer input in brainstorming sessions for future planning
30. Be willing to disseminate materials (flyers/emails) containing information for future activities
31. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
32. Keep track of current funds and update fund spreadsheet regularly (collect receipts for club purchases)
33. Keep notebook/binder with records of deposits and withdrawals (with receipts)
34. Make petty cash deposits when donations and money received are made to the club
35. Make authorized payments for club expenses with the President
36. Provide summary of financial reports to the Executive Committee
37. **First Year Graduate Liaison:**
38. Must be a first year graduate student
39. Be present at FAC Executive Committee meetings
40. Be present at FAC events
41. Be willing to offer input in brainstorming sessions for future planning
42. Be willing to disseminate materials (flyers/emails) containing information for future activities
43. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
44. Act as a liaison between FAC Executive Committee and first year graduate students - providing information (thoughts and concerns) of first year graduate students
45. Hold a monthly meeting with all first year Master’s and doctoral students prior to monthly Executive Committee meeting
46. **Marketing and Public Relations:**
47. Be present at FAC Executive Committee meetings
48. Be present at FAC events
49. Be willing to offer input in brainstorming sessions for future planning
50. Be willing to create materials (flyers/emails) containing information for future activities, and coordinating with the Secretary to share this responsibility.
51. Be willing to assist with purchasing materials for club meetings (snacks and such) - you will be refunded with receipt
52. Brainstorm ways to promote club activities and events; create promotional materials as necessary
53. Coordinate social media presence on Facebook (posting events and photos, etc.)

Section 3: REMOVAL OF EXECUTIVE COMMITTEE MEMBERS:

After a majority vote among Executive Committee members to remove a particular Executive Committee member from office, the faculty advisor shall put forth a vote on the removal to the entire Club membership at the next scheduled event.

**ARTICLE IV. FACULTY ADVISOR:**

Section 1: ADVISOR SELECTION

A.) The faculty advisor is the Director of Graduate Studies, unless this individual declines.

B.) The faculty advisor must be an NDSU Department of Communication faculty or staff member if the Director of Graduate Studies declines.

Section 2: ROLE OF THE ADVISOR:

The faculty advisor shall have general supervision, direction and active management of affairs of the Club. He or she shall oversee all contracts, deeds, conveyances, and other instruments in writing which may are required for Club business. Additional responsibilities include:

1. Calling of special session meetings at level of club governance
2. Soliciting majority approval of various administrative rules of the Club from both the Club President and/or student Executive Committee (either in person or via email)
3. Supervising of all elections
4. Conduct meetings with the President regarding future activities

**ARTICLE V. MEETINGS:**

Section 1: REGULARLY SCHEDULED MEETINGS:

There will be 2 monthly meetings of the FAC. Meetings will be announced publicly at least 1 week prior and will be held in a disclosed location on the NDSU campus, or at an activity site.

-One meeting will be scheduled around an academic focus.

-A second meeting will be scheduled around a social event.

Section 2: EXECUTIVE COMMITTEE MEETINGS:

Regular scheduled meetings for Executive Committee members meet once a month with 7 days’ notice given to all Executive Committee members.

**ARTICLE VI. FINANCE GUIDELINES:**

Receiving Funds

1. All checks should be made out to the Friday Afternoon Club
2. When a check is received, a photocopy must be made prior to the check being deposited.
3. This photocopy must be kept in an electronic folder and/or binder by the Treasurer.
4. If cash is received, a receipt must be made up that indicates the amount of cash received, from whom, date of receipt, and purpose. This receipt should be kept in the Treasurer’s notebook or included in Excel.

Payment Procedures

1. Any money that is spent MUST have either a detailed invoice or, in the case of reimbursements, a complete receipt including vendor name, address, and date in order for payment to be received.
2. All payments must be authorized by the Treasurer, and the President. This requires pre-planning and it is the responsibility of the individual requesting the funds to be sure that time is allowed for the required authorization.
3. The Treasurer will keep a copy of all invoices submitted and detail on the invoice the check number, amount, and date payment was made. The copies will be kept in the Treasurers notebook.

**ARTICLE VII. BYLAWS**

Section 1: PROVISION FOR BYLAWS

1. Establishing and administering operational rules of the club will be the responsibility of the Faculty Advisor after receiving majority approval from the Executive Committee. The Faculty Advisor and/or student members can ask for a majority vote to approve particular changes to bylaws operational rules of the club before they are presented to the Executive Committee.
2. No bylaws shall be adopted that is contrary to the provisions of this constitution.
3. The club may adopt, amend, or rescind any bylaw by a simple majority vote of the membership subject to a Veto by the Faculty Advisor. In such cases (a Faculty Advisor Veto) the bylaw change will be automatically presented to the Executive Committee for their vote.

**ARTICLE VIII. AMENDMENTS**

Section 1: RATIFICATION

1. A proposed amendment to this constitution shall be presented to the Executive Committee at least 1 week prior to the meeting at which the vote shall be held.
2. Ratification of an amendment to this constitution shall require a 2/3 simple majority of the Executive Committee and is subject to a Veto by the Faculty Advisor. In such cases (a Faculty Advisor Veto) the bylaw change will be revised and a revised proposed amendment will be submitted to the Faculty Advisor. Once approved by the Faculty Advisor, the Executive Committee will vote on the revised proposal.