

Circle K Constitution

Student Government Association

Westfield State College

February 2009

Article I.

Purpose

The Primary Purpose of the Westfield State College **Circle K Club** is to provide members of the club with information **and opportunities** pertaining to Community Service. The club will strive to provide members with activities and information that will be valuable to all of its members **and the greater College Community**.

Article II.

Name

This organization shall be known as the Circle K club.

Article III.

Membership

- Section 1.* Membership shall be open to all full-time and part-time undergraduate students of the college who have paid their student activities fee for the current semester.
- Section 2.* Members are considered to be active if they attend and/or participate in two-third **(2/3)** of the clubs meetings and activities.

Article IV.

Officers

- Section 1.* The officers of the club shall be: President, Vice-President, Secretary, and Treasurer.
- Section 2.* The officers shall be elected at a regularly scheduled club meeting prior to May 1st of every year by a majority vote. Refer to By-laws for voting procedures.
- Section 3.* Any member of the club shall be eligible to hold an office.

Section 4. The term of office, for each officer, will begin May 1st of that year and end April 30th of the following year, making each term one (1) year.

Article V.

Advisor(s)

Section 1. The faculty advisor(s) shall be appointed by a majority vote of the club members.

Section 2. The faculty advisor(s) shall advise the club, when consulted, in planning the activities of the club.

Article VI.

Meetings

Section 1. The number of meetings held each year will be determined by a majority of the club members.

Section 2. Special meetings may be called by the President.

Section 3. The officers of the club may hold meetings separate from the regular meetings without the presence of an advisor.

Article VII.

Vacancies

Section 1. If an office is vacated for any reason, nominations will be made at least one meeting in advance to fill the vacant position. Refer to By-laws for election procedures to fill any vacancy that may occur.

Article VIII.

Amending Procedure

Section 1. The constitution may be amended by a two-thirds (2/3) majority vote of the voting members in the club and if approved by the rules and regulations committee of the Student Government Association.

Article IX.

Removal from Office

Section 1. If an officer is not performing his/her said duties (see By-laws), he/she may be removed by a two-thirds (2/3) majority vote. His/her replacement will be chosen by election the following week. The election procedure will follow normal election procedures.

Section 2. If an advisor is not performing his/her said duties he/she may be removed by a two-thirds (2/3) majority vote of the club members. His/her replacement will be appointed by the president with majority approval of the club members.

*Approved and Accepted by the ----- Rules and Regulation Committee.
----- Parliamentarian*

Circle K
Student Government Association
Westfield State College

By-laws

Article I.

Duties of the President

1. Shall preside at all club meetings.
2. Shall call special meetings, appoint committees, and appoint chairpersons.
3. Shall have general supervision of the affairs of the club.

Article II.

Duties of the Vice-President

1. Shall assume the duties of the President in case of absence and shall assist the President when ever possible.

Article III.

Duties of the Secretary

1. Shall keep an accurate record of the proceedings of the meetings and activities of the club on file with the Student Government Association.
2. Shall keep attendance records.

Article IV.

Duties of the Treasurer

1. Shall act as a custodian of all **money** in the possession of the club.
2. Shall keep an accurate record of allotments, receipts, and expenditures.

Article V.

Elections

1. Members may neither nominate nor second the nomination of themselves. Any member may nominate or second the nomination of any other. The nomination and seconds of the nominations will be done verbally. The vote will be cast

anonymously. The ballots will be tallied by the Advisor. The nominee who receives the most votes shall be the officer elect.

2. No election may be held if there is not a quorum of **fifty percent** (50%) of the club members plus one present at the meeting.
3. If an election vote ends in a tie, there **will be a run-off election.**

*Approved and Accepted by the ----- Rules and Regulations Committee.
----- Parliamentarian.*

NOTE: GREEN= changes/additions