

# Owl Aid Club

## Article I

### **Name:**

This organization shall be known as the Owl Aid Club.

## Article II

### **Purpose:**

This club was created to give back to the community of Westfield, Massachusetts and to help in less fortunate areas abroad. Club members will be provided opportunities to volunteer at local organizations, such as the Westfield Boys and Girls Club, the Westfield YMCA, the Westfield soup kitchen, and many more. The Club will also be working with organizations such as Homes for our Troops, which is based out of Taunton, Massachusetts and provides students opportunities to help build homes for injured veterans. Also, the club will attempt to organize an annual trip abroad to help build homes in less fortunate communities.

## 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 academic semester.
- Section 2: Members are considered to be active if they attend and/or participate in all but two (2) of the clubs meetings and activities.

## Article IV

### **Officers:**

Section 1: The officers shall be:

President  
Vice President  
Secretary  
Treasurer  
Historian

Section 2: The responsibilities of the offices shall be:

President- Presides over meetings and is group leader, helps with fundraising ideas, and has the decision on the abroad location and the services the club will provide.

Vice President- Presides over meetings in absence of the president.

Secretary- Records the minutes of each meeting and prints out copies so that each member knows what happened the week before.

Treasurer- Keeps track of the club's funds and deals with all fundraising proposals.

- Historian- Takes pictures at events to show future classes what has been accomplished.
- Section 3: The officers will be selected at the first meeting of each academic year.
- Section 4: Anyone who shows interest in office and has a majority vote will be elected to office.
- Section 5: The term of each officer will be one (1) academic year.

## **Article V**

### **Advisor(s):**

- Section 1: Advisor will be selected from full time faculty, staff, and administration by the officers.
- Section 2: The duties of the Advisor will be to oversee the club's actions and to mentor the members.

## **Article VI**

### **Elections:**

- Section 1: At the first full meeting the election will take place. Nominations for each officer will be given and then approved by the nominee. If more than two (2) nominations are given for any officer position, a vote will take place by all of the members of Owl Aid Club. The nominee with the most votes will be awarded the position.
- Section 2: The votes will cast after all of the nominees names are collected. Casting will be conducted by a paper ballot format. Club members will vote for each position by marking the ballot next to a nominee's name.
- Section 3: No election may be held if there is not a quorum of fifty (50) percent of the club members plus one (1) present at the meeting.
- Section 4: In the event of a tie, a run off election will be held.

## **Article VII**

### **Meetings:**

- Section 1: This club will meet bi-weekly.
- Section 2: The officers are allowed to hold emergency meetings where only the officers attend.
- Section 3: Any of the officers may call a special meeting to order when needed and the President will notify members that a meeting will be held.

## **Article VIII**

### **Vacancies:**

- Section 1: If an officer resigns, the club will hold an election to fill the position. Nominees' names will be taken and a vote will be held via the format described in Article VI.
- Section 2: If the advisor resigns, a replacement will be selected from faculty, staff, and administration by the officers.

## **Article IX**

### **Amending Procedures:**

This constitution may be amended by a two-thirds ( $\frac{2}{3}$ ) majority vote of the voting members in the club and if approved by the Rules and Regulations Committee of the Student Government Association.

## **Article X**

### **Removal from office:**

- Section 1: If an officer is not performing their duties, they will go under review by the other officers and the advisor. The officers and advisor will discuss their concerns about the officer in question. The officer in question will then be informed by advisor and officers of their concerns and he/she will have an opportunity to offer their opinion. The advisor and other officers will then take a vote to decide if the officer in question will be removed from the position.
- Section 2: If an advisor is not performing to their duties, they will go under review by the officers and club members. The officers and club members will discuss their concerns with the advisor and the advisor will then be given an opportunity to offer his/her opinion. The officers and club members will then cast a vote to decide if the advisor will be removed from their position.