Graphic Design Club Constitution of Westfield State

University

Article I

Name

Section 1: This organization shall be known as the Graphic Design Club of Westfield

State University.

Article II

Purpose

Section 1: The Graphic Design Club of Westfield State University was created to unite students who are interested in the Graphic Arts. The club will work to strengthen the skills of those involved as well as to build a community between students. The club will work with the Westfield State community on design projects to be shared with the campus.

Article III

Membership

Section 1: Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in fifty percent (50%) of club activities.

Article IV

Officers

Section 1: There will be a President, Vice President, Secretary, and Treasurer for each academic year.

Section 2: The duties of the officers are as follows:

* + - 1. The President will be to preside over meetings, design projects, and activities run by the Graphic Design Club. The president will help to assign tasks and keep projects running smoothly.
			2. The Vice Presidentwill take the place of the president in the event that they cannot be present or fulfill their duties. The vice president will assist in the president’s tasks in project and activity organization.
			3. The Secretary will be in charge of tracking attendance and participation in addition to the president and vice president. They are responsible for meeting recaps that will be sent to members.
			4. The Treasurer handles financial responsibilities such as sales, activities, and fundraisers to benefit the club and various scholarships, which the treasurer will keep track of.

Section 3: Those who are eligible to hold office must be a full or part time student at Westfield State University.

Section 4: The term of office will be one (1) full academic year, from September 1st to the 31st of May.

Section 5: Club may vote to have multiples of each position.

Article V

Advisors

Section 1: Advisors are open to any faculty, staff or librarian.

Section 2: The duties of the advisor are to provide guidance and oversee meetings of the Graphic Design Club.

Section 3: Advisors will be chosen based on a fifty percent (50%) majority plus one (1) vote of the club.

Article VI

Elections

Section 1: Members may be verbally nominated by fellow members of the club or may nominate themselves if they are willing to run for a position.

Section 2: Votes will be cast anonymously on a paper ballot during a Graphic Design club meeting by student members only. Advisors will tally the votes.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: Ties will be broken, if necessary by a predetermined non-voting member.

Section 5: Officers will hold their position for a full academic year, from September 1st until the 31st of May, as long as they fulfill their duties. Elections will be held upon the first (1) meeting of the Fall semester.

Article VII

Meetings

Section 1: The Graphic Design Club will meet no less than two (2) times a month.

Meetings will be held every other week, with the exception of multiple projects or upcoming deadlines. In this case, the Graphic Design Club will meet weekly when necessary. Notification in a weeks advance will be given to members and advisors of the club.

Section 2: Officers may hold special meetings without club members or advisors, if necessary.

Section 3: If special meetings are needed, the president and/or vice president(s) may call them.

Article VIII

Vacancies

Section 1: In the event that the president leaves or resigns from the club, the current vice president will fill their spot Filling a vacancy will follow elcetions procedures in Article VI.

Section 2: If an advisor leaves or resigns from the club a new advisor will be chosen following procedure in Article V.

Article IX

Amending Procedures

Section 1: This constitution may be amended by a two-thirds (2/3) majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X Removal from office:

Section 1: In the event that an officer is not performing their duties, they may be

removed by the club officers, by a two-thirds (2/3) majority vote at the next scheduled meeting.

Section 2: In the event that an advisor is not performing their duties, they may be removed be a vote of the club members. Removal will take place if fifty percent (50%) plus one (1) of the votes are in favor of dismissal of the advisor at the next club meeting by paper ballot.

Article XI

Recognition of Safety and Waiver of Liability:

Section 1:

1. The Student Government Association (herein, SGA) and this Club, Graphic Design Club, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club­­­­ (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.
3. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation.  Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.
5. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.
6. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

1. Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.