

## **Introduction**

This organization is committed to providing education on the harms caused by the War on Drugs; working to involve youth, as well as all members of the community, in the political process, and promoting an open, honest, and rational discussion of alternative solutions to our nation's drug problems.

## **Article I. Name**

This group shall be known as the Union College NORML/SSDP Chapter.

## **Article II. Purpose**

### **Article II-A Education**

The education of our community will include organizing and hosting open speaking forums with well versed and respected members of various organizations including, but not limited to: law enforcement, reform, governmental, think-tanks, and activist citizen organizations.

Furthermore, whenever possible, this organization will bring to the attention of the community relevant issues through whatever means possible; pamphleting, holding a table in the campus center, or whatever is agreed upon by the voting members of the group.

### **Article II-B Involving All Members of Our Community**

All events hosted by the Union College NORML/SSDP Chapter, when possible, will encourage attendance and participation from members of our entire community: campus, local, state and national. Every event will include informational handouts related to that event, as well as to the overriding theme of education and participation. When appropriate, the Union College NORML/SSDP Chapter will encourage and facilitate registration and participation in the voting process, and interaction with the community's elected and non-elected representatives.

Included in the quest for education and participation is the need to continue membership and leadership of the organization. Continuing recruitment and training for future E-Board positions shall be a constant consideration.

Special care must be taken by all members of this organization, especially the E-Board, to make all feel welcome and to encourage participation in discussion and whatever decisions are appropriate.

### **Article II-C Promoting Discussion**

An open, honest, and rational discussion can only take place in a friendly, inviting, and educated setting. To this end, the Union College NORML/SSDP Chapter will host at the very minimum one event per term aimed at continuing and expanding the education of our community.

All members of this organization, as well as the attending audience shall keep in mind that all views must be respected and accepted. This is not to limit discussion between opposing viewpoints, but to encourage it. For it is only in an environment where even the most minority viewpoints are allowed to exist, can true change be accomplished.

Discussion shall not be limited to organized events with the entire community. At every Union College NORML/SSDP Chapter meeting, any member who wishes to speak must be heard and considered, regardless of their background or membership status.

## **Article III. Membership**

All members of our community: students, faculty, professors, residents of Schenectady and the greater community, shall be eligible to be members of the Union College NORML/SSDP Chapter; to refuse entry to any group would be antithetical to the stated purpose. It shall be noted though, that members of the organization who are not paying a Student Activities Fee may be asked to contribute a small sum, in the form of dues, to help defray the costs of organizing and hosting events, in lieu of equivalent Student Activities funding. The process by which those dues and/or fees are to be handled is in Article X-C.

Any member of the organization who has attended upwards of 50% of the announced Union College NORML/SSDP Chapter meetings is eligible to vote whenever a vote is called for. Any member not in attendance at a meeting forfeits his or her right to vote at that meeting.

If a member of the organization has attended less than 50% of the meetings, they shall have the same right to voice their opinion and be heard as any other member of the organization.

Membership will be constituted as consensual existence on the Union College NORML/SSDP Chapter mailing list. At any time, for any reason, a member of the organization may ask for their name to be removed from the list, which constitutes their being removed from membership status. Equivalently, at any time, a member of the community may have their name added to the membership list by written request; the preferred manner being the sign-up sheet to be present at every Union College NORML/SSDP Chapter gathering.

## **Article IV. Officers**

### **Article IV-A Elected Officers**

The elected officers of this organization will be a President, Treasurer, and a Secretary. At the discretion of a majority of voting members, positions may be added or subtracted. Any position added or subtracted must be amended to this Constitution at the soonest possible time.

### **Article IV-B E-Board**

The Executive Board shall be comprised of all elected officers.

### **Article IV-C Terms of Office**

All elected officers shall server three scholastic terms. In the event of an officer not attending Union College for a scholastic term, for whatever reason, it shall be the duty of that officer to find a suitable replacement, or the officer shall be considered removed.

## **Article V. Officer Responsibilities**

### **Article V-A President**

The duties of the President shall include:

- Holding and running membership meetings.
- Organizing and running events, or delegating that duty to a capable party.
- Actively participating in all discussions.
- Recruiting new members, specifically with future E-Board officers in mind.
- Interacting with Student Forum to continue the viability of this organization.
- Communicating and co-ordinating efforts with other campus and off-campus groups.
- Maintaining all necessary guidelines for continued chapter affiliation status with NORML and SSDP.

### **Article V-B Treasurer**

The duties of the treasure shall include:

- Writing and maintianing a budget for the organization.
- Gaining approval for the budget every year from Student Forum after getting approval from a majority of the voting membership of the club.
- Keeping good track off all expenses incurred by the organization.
- Doing everything within his or her power to keep the Union College NORML/SSDP Chapter solvent.
- Give ample warning to the other E-Board members of any funding problems, for the purpose of fund-raising and/or requesting additional funds from Student Activities.
- Notify the membership of all upcoming meetings as lay-ed out in Article VIII-D, with unanimous consent from the E-Board.
- Maintain the membership email list in conjunction with the Secretary.
- Maintain a list of members in good standing, in the event of dues and/or fees being implemented. A member in good standing is defined as having payed all collected dues from the time that said member joined the organization, meaning signed up for the email list, to the current date. At the discretion of the Treasurer member may be forgiven for an unsaid amount of past dues, but current dues must be payed.

### **Article V-C Secretary**

The duties of the Secretary shall include:

- Keeping good track of minutes of all meetings.
- Keeping a record, in whatever manner is appropriate, of all events sponsored, hosted, or with the involvement of this organization.
- Making sure that every meeting or event has a sign-up sheet for participants to add their names to the membership rolls.
- Oversee and coordinate all elections for the future E-Board including, but not limited to: providing, collecting, and counting ballots.

## **Article VI. Elections**

### **Article VI-A Timing**

Elections shall be held yearly, at the third meeting in the Spring Term of every school year. If an E-Board position is to change hands, it shall be the duty of the current sitting E-Board member to initiate the future E-Board member by the end of the term, so they shall be ready and capable of fulfilling the role for the upcoming year.

### **Article VI-B Special Elections**

In the event of a vacancy before an election, a standard election ceremony shall be held; nominations and then voting at the earliest convenient time. In the case of a dire emergency, and the position would be held for less than two full scholastic terms, the other members of the E-Board may appoint someone to fulfill the position.

### **Article VI-C Election Notification**

All members shall get ample notification for all meetings, especially when elections are involved. In the case of elections, a reminder shall go out at the beginning of the academic term for elections to be held, as well as a notification at every meeting that term leading up to the elections, and a written notice to all members one week prior to elections being held.

### **Article VI-D Eligibility**

To be eligible for an elected position, a member must have attended at the minimum 90% of all scheduled meetings from the year prior to elections, or have had an absence excused by all members of the E-Board. In the case of excused absences, no more than five total meetings may be excused within one chapter year, defined to be the same as one scholastic year.

Members need not be dues paying members of the national organizations for which this club is a chapter for. If dues and/or fees are instituted by the club, any member wishing to be nominated for the E-Board must be considered in good standing with the club Treasurer by the date of the election.

To be included on the ballot for an E-Board position in the Union College NORML/SSDP Chapter one must gain a nomination, and have it seconded.

### **Article VI-E Nomination**

To be nominated to a position for the E-Board, a voting member of the Union College NORML/SSDP Chapter must say "I nominate \_\_\_ for office of \_\_\_", with the blanks being filled in with the appropriate names.

### **Article VI-F Secret Ballots**

In the interest of democratic conduct, all voting for the members of the future E-Board, excluding nominations, must be taken with a secret ballot, under the care of the sitting Secretary. The Secretary shall pass out and collect, using an instrument which will assure the anonymity of each ballot, and then count said ballots. If so requested by any member of the organization, a recount must be done, with the over-site of all interested members, at the hands of the Secretary.

## **Article VI-G Receiving a Mandate**

To be elected to the E-Board, one must receive 50% + 1 vote. If no candidate receives the necessary number of votes, a runoff between the two top choices shall be held.

## **Article VI-H Quorum**

A quorum will be considered 50% of voting members, and shall be necessary to hold E-Board elections.

## **Article VI-I Election Fairness Jurisdiction**

The Student Forum may be called upon to judge the fairness of any election or election proceeding. Once the Committee on Committees has been called upon by any two active members, the Committee on Committees shall become the final judge with respect to the fairness and validity of an election.

## **Article VII. Dismissal of Elected Officers**

### **Article VII-A Impeachment**

An elected officer shall be impeached if a petition to impeach the office (stating the officer's name and specific reasons for impeachment) is signed by a majority of the active membership. An elected officer may also be impeached by a two-thirds majority vote of all the officers.

### **Article VII-B Removal**

An elected officer shall be removed from his or her office if a petition to remove the officer (stating the officer's name and the specific reasons for removal) is signed by two-thirds of the active membership following the completion of a valid impeachment or a valid vote of impeachment.

### **Article VII-C Forfeiture**

An elected officer shall automatically forfeit his or her office if he or she is absent without an excuse approved by a majority of attending members from two consecutive meetings.

### **Article VII-D Impeachment Fairness Jurisdiction**

The Student Forum Committee on Committees (COC) may be called upon to judge the fairness of any impeachment and/or removal proceeding. Once the Committee on Committees has been called upon by any active member, the COC shall become the final judge with respect to the fairness and validity of the impeachment and/or removal of an elected officer.

## **Article VIII. Meetings**

### **Article VIII-A Meeting Time**

Meetings of officers shall be held at a prescribed time as agreed upon by the officers.

### **Article VIII-B Minimum Meetings**

There shall be at least eight meetings of the general membership each academic term. All active members shall be notified as specified in Article VIII-D of general membership meetings.

## **Article VIII-C Basic Meeting Construction**

A meeting shall be held under the following minimum guidelines.

- All E-Board members shall report.
  - Including but not limited to a treasury report, the minutes from last meeting, and each member commenting on the degree to which each has followed up and completed the tasks set forth since the last meeting.
- News
- Discussion of Upcoming Events
- Open Floor
  - Every member should feel welcome to speak his or her mind during this part. All members shall be given equal time, regardless of status. Each member must be heard and considered.

## **Article VIII-D Notification**

All members of the Union College NORML/SSDP Chapter shall be given at the minimum two days written notice of all upcoming meetings; including a specific time and place for said meeting to be held.

## **Article IX. Committees**

### **Article IX-A Establishment and Dissolution**

Committees may be established and dissolved at the discretion of the President of the Union College NORML/SSDP Chapter.

### **Article IX-B Committee Members**

Committee members shall be chosen and removed at the discretion of the President of the Union College NORML/SSDP Chapter.

## **Article X. Membership Dues and Fees**

### **Article X-A Notification**

Notification of current dues and fees shall be made by the Treasurer to all members in writing.

### **Article X-B Default**

Failure to pay dues and fees by requested due date will result in loss of eligibility for elections and committees. If necessary, and agreed upon by unanimous consent of the E-Board, dues and/or fees may be considered with regards to active membership status.

### **Article X-C Change of Dues and/or Fees**

Unanimous consent of the E-Board will be necessary for the institution of any dues and/or fees. To alter any already instituted dues and/or fees will require a two-thirds majority.

## **Article XI. Faculty/Administrative Advisors**

### **Article XI-A Establishing and Choosing**

A two-thirds majority vote of all active members shall be necessary for establishing and choosing a faculty and/or administrative advisor. The same procedure shall apply to the removal and dismissal of said advisors.

### **Article XI-B Voting Eligibility**

The faculty and/or administrative advisors must fulfill the same requirements, and are eligible for the same rights, to vote as all other members of the organization.

## **Article XII. Amendments**

### **Article XII-A Propositioning**

Amendments to this Constitution may be proposed by a majority of all active members of the Union College NORML/SSDP Chapter.

### **Article XII-B Notification**

At least one week of prior written notice shall be given to all active members of the proposed amendment to this Constitution.

### **Article XII-C Ratification**

This Constitution may be amended by a two-thirds majority vote of all active members at a general meeting. The vote must be called for by the President, for the sole purpose of ratifying said amendment.

Amendments may be ratified a maximum of once per term. Multiple amendments may be ratified at each session.

### **Article XII-D Final Amendment Jurisdiction**

All amendments to this Constitution are subject to the ratification of the Committee on Committees and the Student Forum.

## **Article XIII. Dissolution**

### **Article XIII-A Petition**

Two-thirds of all active members with voting rights must sign a petition to effect termination of the Union College NORML/SSDP Chapter.

### **Article XIII-B Inactivity**

If the Union College NORML/SSDP Chapter is inactive for one calendar year, this Constitution will automatically expire, and a new Constitution must be submitted and the normal approval procedures followed.

**Article XIV. Ratification**

**Article XIV-A Jurisdiction**

This Constitution shall be ratified by the approval of the Committee on Committees.

**Article XV. Effective Date**

**Article XV-A Committee on Committees**

The Committee on Committees recommends that this Constitution be (approved/not approved) (with funding/without funding) by the Student Forum.

Date: \_\_\_\_\_

**Article XV-B Student Forum**

This Constitution is (approved/not approved) (with funding/without funding) by the Student Forum.

Date: \_\_\_\_\_

**Article XV-C Expiration**

This Constitution will automatically expire on \_\_\_\_\_ as voted by the Student Forum.

Date: \_\_\_\_\_

**Signature of Club President** \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of COC Chair** \_\_\_\_\_

Date: \_\_\_\_\_