

SPOC Charter

Science Fiction People of Clark Clark Student Organization Charter 2009-2010

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Article I: Name of Organization

The name of this organization shall be Science-Fiction People of Clark, henceforth referred to as SPOC.

Article II: Membership

Bylaw 101: Equal Opportunity

Each qualified individual *regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity to participate as a member of the group. As enacted by the Clark University Student Council in Bylaw 101 of the Constitution which states:*

1. Sec. 1: Student Council advocates the University's policy of equal opportunity, which states:

It is the policy of Clark University that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark University.

2. Sec. 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

Bylaw 124: SAF Funding Requirements

As enacted by the Clark University Student Council in Bylaw 124 of the Constitution that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

1. Sec. 1a: Be open to membership to all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.
2. Sec. 1b: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.
3. Sec. 1c: Have an Executive Board.
4. Sec. 2a: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).
5. Sec. 2b: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.
6. Sec. 3a: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.
7. Sec. 3b: Submit one (1) copy of all executive board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.
8. Sec. 3c: Keep on file for their reference, and the reference of their members, a copy of their charter.
9. Sec. 4: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.
10. Sec. 5: Have an advisor, said advisor can not be an undergraduate student.
11. Sec. 6: Failure to comply with any portion of this bylaw will be cause for an organization to be considered ineligible for SAF funding.

Bylaw 130: Membership Prerequisites

1. Sec. 1: All members of SPOC must be full-time undergraduate students in good academic and social standing and who have paid their Student Activities fee in full.

Bylaw 131: General Members

1. Sec. 1: General or active membership is defined as all those students who have met the above prerequisites and who have attended at least one (1) SPOC event.

Bylaw 132: Voting Members

- 1) Sec. 1: A voting member is defined as anyone who has met the prerequisites of general membership and who has attended at least seven (7) SPOC events.
 - i) Events shall be considered anything run, hosted, or sponsored by SPOC. Helping set up or coordinate any of these events counts as 2 events attended.

Bylaw 133: Honorary Members

1. Sec. 1: Individuals who are members of the Consortium or who do not meet the official criteria may be granted an honorary (non-voting) membership by the Executive Board. The title of honorary member may be revoked at any time by the Executive Board; any voting member of SPOC may petition for this vote to take place.
2. Sec. 2: Honorary members are allowed to attend events held or co-sponsored by SPOC; honorary members may not benefit from funds provided by SPOC or Student Council or be given any materials paid by either SPOC or Student Council (unless for services rendered).
3. Sec. 3: Due to University policy, no member of SPOC may benefit from SAF funding, unless they are a current [attending] undergraduate student at Clark University proper.

Article III: Organization and Responsibility of Officers

Bylaw 201: Fearless Leader (President)

1. Sec 1: One member of the Executive Board shall be deemed Fearless Leader (President).
2. Sec 2: This member of the Executive Board will be responsible for keeping the best interests of the club in mind. They will assist all other Executive Board members in their duties, as well as run events and host Executive Board and member meetings.
3. Sec 3: In matters where a vote is deemed necessary, the Executive Board member who holds the position of Fearless Leader shall have tie-breaking ability in addition to his or her vote.

Bylaw 202: Vault Keeper (Treasurer)

1. Sec 1: One member of the Executive Board shall be deemed Vault Keeper (Treasurer).
2. Sec 2: This member of the Executive Board will be responsible for all budgetary affairs including controlling signing rights, writing Purchase Orders, submitting Check/Petty Cash Requests, Interdepartmental Requisitions, and writing and submitting the club's budget proposals.

Bylaw 203: Guardian of Forever (Secretary)

1. Sec 1: One member of the Executive Board shall be deemed the Guardian of Forever (Secretary).
2. Sec 2: This member of the Executive Board will be responsible for handling the discussion list, keeping notes on Executive Board meetings, and dissemination of information within the club itself .
3. Sec 3: This member shall be responsible for overseeing the e-mail list.

Bylaw 204: Lord/Lady of a Thousand Lies (Liaison)

1. Sec 1: One member of the Executive Board shall be deemed the Lord/Lady of a Thousand Lies (Liaison).
2. Sec 2: This member of the Executive Board will be responsible for, attending Student Council functions and meetings, and keeping Student Council informed of SPOC's activities, and meeting with the building manager (currently Mike McKenna) whenever necessary.
3. Sec 3: This member shall also be responsible for meeting with other student groups to discuss co-sponsorship agreements or for such other reasons the executive board deems necessary.

Bylaw 205: Minister of Propaganda (Publicity)

1. Sec 1: One member of the Executive Board shall be deemed Minister of Propaganda (Advertising).
2. Sec 2: This member of the Executive Board will be responsible for creating new and inventive ways to advertise to the Clark Community about SPOC and its events, along with keeping up to date with current forms of communication, such as posters and banners.

Bylaw 206: Grand Vizier (Vice President)

1. Sec 1: One member of the Executive Board shall be deemed Grand Vizier (Vice President).
2. Sec 2: This member of the Executive Board shall be responsible for acquiring such items as SPOC shall need for its events, as ensuring other members of the executive board fulfill the duties assigned to them by this Charter.
3. Sec 3: In the event that the Fearless Leader (President) is made unable to fulfill his duties, the Grand Vizier (Vice President) shall inherit his powers until such time as the Fearless Leader (President) is again able to fulfill his duties, or a new Fearless Leader (President) is elected according to the election procedures given in the SPOC Charter.

Bylaw 207: 1337 H4x0r (Webmaster)

1. Sec 1: One member of the Executive Board shall be deemed 1337 H4x0r (Webmaster)
2. Sec 2: This member of the Executive Board shall be responsible for updating and maintaining the SPOC website and facebook.

Bylaw 208: Lord/Lady of the Dance (Special Event's Coordinator)

Sec 1: One member of the Executive Board shall be deemed Lord/Lady of the Dance (Special Event's Coordinator)

Sec 2: This member of the Executive Board shall be responsible for creating, coordinating, and leading a committee of SPOC members in planning and executing the Masquerade ball

Sec 3: This member will also assist the president and publicity chair in planning any other special events that occur during the year (i.e. tournaments and fieldtrips)

Article IV: Meetings

Bylaw 301: General Meetings

1. Sec 1: General meetings shall consist of no fewer than five (5) active members and one (1) E-board member.
2. Sec 2: Members shall be contacted via the SPOC discussion list and the website at www.clarku.edu/students/SPOC

Bylaw 302: Executive Board Meetings

1. Sec 1: Executive board meetings shall take place every week at a pre-determined time and location, unless canceled by a majority vote of the Executive Board. The Executive Board may not cancel two consecutive weekly meetings except in the case of a school holiday or dire emergency.
2. Sec 2: The meetings will have an open door policy in which all SPOC members can attend.
3. Sec 3: a non-e-board member may be asked to leave by an e-board member if their presence is destructive to the meeting

Article V: Elections

Bylaw 401: Election Procedure

1. Sec. 1: There shall be a vote for new Executive Board members at a designated event/meeting in the spring semester. At least 1 month before the semester is complete
2. Sec 2: Voting will be in the fashion of a private ballot. An E-board member will always be in possession of the ballot and ballot box for the duration of the voting
3. Sec 3: Votes are to be counted by no less than two e-board members
4. Sec 4: whichever candidate receives a plurality of votes for the position he or she is running for is elected to that position for the next year's Executive Board.

Bylaw 402: Candidacy Qualification

1. Sec 1: There shall be an informational meeting held by the e-board for all those interested in running at least 3 weeks before the election.

2. Sec. 2: Only voting members of SPOC are eligible to become members of the Executive Board.
3. Sec. 3: If at any time a candidate's eligibility comes into question the current Executive Board may decide, by majority vote, whether the candidate is eligible or not.
4. Sec. 4: Any voting member of SPOC may petition to have a candidate's eligibility questioned.

Bylaw 403: Ballot Creation

2. Sec 1: A ballot is to be created by the president and approved by the e-board before election day
3. Sec 2: the ballot shall include all candidates that have announced their candidacy to the e-board and or the membership pool at least two weeks before the election.
4. Sec 3: additional candidates may be included due to special circumstances by the approval of the e-board
5. Sec 4: Each E-board position will have their own section on the ballot with each candidates name as a clear option and a spot designated for the voters to write in a name and select that is their choice
6. Sec 5: the ballot must have clearly stated instruction on the ballot it self, explaining to and allowing for the voter to clearly mark their choice of candidate.
7. Sec 6: all candidates must be given equal favor on the ballot (i.e. formatting) no names shall be bigger, bolder or given any extra attention than the rest, the only difference any candidate should have is their name and their location on the ballot.
8. Sec 7: how a candidate's name appears on the ballot is up to the discretion of the candidate and the e-board.
9. Sec 8: in the case of more than two candidates achieving a spot on the ballot for the same position the following ballot creation and voting procedure shall be followed:
 - a. All candidates will be included in the ballot and by the end of the voting procedure one candidate shall win
 - b. The ballot shall clearly instruct for the voter to number their order of preference of candidates (i.e. put a #1 by their first choice, a #2 by their second and so on and so on)

- c. When votes are counted a candidate's vote shall only be counted if they received the number 1 next to their name
- d. If when the votes are all counted no candidate has achieved plurality (received over 50% of the votes) the candidate with the least amount of votes will be dropped from the ballot counting.
- e. ballots that have a #1 marked for the candidate with the least amount of votes shall be redistributed to the other candidates as votes in accordance with which candidate that ballot has marked with a number 2.
- f. The votes will then be recounted. If when the votes are counted still no candidate has achieved plurality the process will repeat from step (d).
- g. If a ballot has both their first and second choice taken out of the count, that ballot then becomes a vote for the candidate with a number 3 next to their name.
- h. An elected e-board member has been determined once a candidate through the above procedure has received over 50% of the votes
- i. This counting procedure must be explained to the voting member pool by; writing on the ballot itself, an e-mail to the membership pool, and/or by the proctor with the ballots and ballot box explaining to the voter why it is important they number the candidates that have more than one opponent and why it does not hurt their chosen candidate's chances of winning.

Bylaw 404: E-board Composition

1. Sec. 1: The E-board should strive to have at least two members who intend to remain students at Clark University for a minimum of one additional semester after their elected term is up.

Bylaw 405: Commencement of Office

1. Sec. 1: In order to facilitate an easy transition into assumed roles between years, this transition will take place in the spring semester, where the current Executive Board member will train the new Executive Board members.
2. Sec. 2: The current E-board will have voting rights on all matters voted upon for the remainder of the year. The newly elected E-board will only have voting rights on matters that have been deemed by the current E-board to effect the following school year.

Article VI: Impeachment Procedures

Bylaw 501: Conditions Necessary to Remove Members

1. Sec. 1: No member of SPOC shall be removed from the organization unless one of the following conditions is met:
 - a) The offending individual in question is found responsible for the violation of local, state, or federal laws by the judicial system.
 - b) The offending individual in question is found responsible for the violation of the SPOC charter.
 - c) The offending individual in question violates or causes SPOC to violate any Student Council bylaws.
 - d) The offending individual in question is found to have caused harm to any member of the SPOC community, including the member himself/herself, or a member of the Clark University community.
 - e) The offending individual in question is found to have intent on causing harm to any member of the SPOC community or the Clark University Community as a whole.
 - f) The offending individual in question is found to cause needless stress within the SPOC community.
2. Sec. 2: Harm will hence be defined as physical or psychological injury or damage. Situations where 'harm' or the intent to 'harm' is brought up will be discussed at the next scheduled Executive Board meeting. During the meeting the Executive Board members shall discuss the validity of the argument and discuss if the matter can be settled by the SPOC Executive Board or if it should be brought before Student Council; if at anytime any Executive Board member, or member of the SPOC community, believes an individual's actions may lead to violence they must notify Campus Police immediately.
3. Sec. 3: Needless Stress shall be defined as state of extreme difficulty, pressure, or strain placed upon SPOC and/or members of its Executive Board.

Bylaw 503: Voting on Removal of a Member

1. Sec. 1: Removal of a member must be voted upon and passed with a 3/4 majority by the current Executive Board, provided that the member in question has violated a rule set by Clark University, Student Council, or SPOC.

Bylaw 504: Consequences of Removal

1. Sec. 1: Removed members may not attend SPOC events or vote. They may petition the SPOC Executive Board for re-admittance. This must be passed by a 3/4 majority. The petition must be in writing, and will be addressed by the Executive Board at its leisure.

Bylaw 505: Removing Executive Board Members

1. Sec 1: Removal of a member of the Executive Board must be passed by a two thirds (2/3) vote of the current Executive Board.
2. Sec 2: The offending Executive Board member must be present in body or in via a defendant appointed representative to defend himself or herself prior to the impeachment vote. This defense must not involve any use of threats.

Bylaw 506: Temporary Suspension of Members

1. Sec 1: Any member of the Executive Board may temporarily suspend a member of SPOC if they feel that this member has violated a rule set by Clark University, Student Council, or SPOC as per Bylaw 501. Temporarily suspended members are ineligible to attend SPOC events, but retain the right to vote.
2. Sec 2: At the next meeting of the Executive Board, the Executive Board member who issued the temporary suspension will be required to explain their rationale to the Executive Board, and recommend that the member be removed, or that the suspension be lifted. Removal of a member will proceed according to the procedure given in Bylaw 503. A simple majority vote of the Executive Board is sufficient to lift a temporary suspension.
3. Sec 3: No member of the Executive Board may temporarily suspend any other member of the Executive Board.

Article VII: Amendments

Bylaw 601: Proposals

1. Sec. 1: Amendments may be proposed by any member of the E-board, and must then be seconded by another member.

Bylaws 602: Discussion

1. Sec. 1: After the amendment has been seconded an open floor discussion must take place that will last no less than five (5) minutes and no more than thirty (30) minutes.
2. Sec 2: At any time a two thirds (2/3) majority vote may end the open floor discussion, provided that the discussion meets the minimum requirement of five (5) minutes.

Bylaws 603: Voting

1. Sec 1: After the open discussion a two thirds (2/3) majority vote is required to ratify the proposed amendment.

Article VIII: Student Council Judiciary Committee Clause

Bylaw 701: Judicial Approval

1. Sec. 1: The Clark University Undergraduate Student Council Judiciary Committee must approve any changes or amendments to this charter.