

Constitution of the Political Science Society at Rutgers University - Camden

Preamble The purpose of this organization shall be:

- (a) To encourage the Rutgers-Camden community in political involvement.
- (b) To further the academic interests of members in the area of political science.

Article I The officially recognized name of this organization shall be the “Political Science Society at Rutgers University - Camden” (PSS@RUC).

Article II Membership

Section 1. Membership shall be open to all members of the Academic Community of Rutgers University, Camden. There will be no discrimination on the basis of age, race, sex, national origin, sexual orientation, disability, or political and religious affiliation. Compliance with these laws means that membership, benefits, and the election of officers will not be made on the basis of these factors.

Section 2. The organization shall abide by all applicable laws of the state of New Jersey and the United States.

Section 3. The organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the SAO and the Dean of Students, along with those of the Board of Governors, University and the College.

Section 4. Members are encouraged to:

- (a) Attend regular and special meetings.
- (b) Participate in committee assignments.
- (c) Promote the academic and social events scheduled by the society.
- (d) Share ideas and suggestions that will strengthen the society.

Article III Officers

Section 1. The officers of the Political Science Society at Rutgers University – Camden shall be the President, Vice-President, Secretary, Treasurer, GAO Representative, and Chairman of the Committees.

Executive Committee

Section 1. The elected officers of this organization shall constitute the Executive Committee.

President

The President presides at all meetings of the association and executive board. It is the responsibility of the President to conduct all meetings impartially and to protect each member's rights. The President is responsible for management and oversight of E-board and Committee members' projects. From time to time, the President shall update the faculty advisor of the Political Science Society on the state of affairs of the organization.

Vice-President

The Vice-President shall coordinate all functions of the committees within the society. Should the President be unable to preside over general meetings or events, the Vice-President shall serve as acting President. The Vice-President is responsible in assisting the President to maintain management and oversight of Executive board and Committee Projects.

Secretary

The Secretary shall record the events that transpire at meetings and shall be responsible for the correspondence of the society. The secretary must have official copies of the by-laws, constitution and official files, and provide the President with a list of postponed motions and unfinished business. Secretary is also required to maintain member contact information, as well as announce meetings, events, and to record attendance of members at events and meetings.

Treasurer

The Treasurer shall be in charge of all financial matters of the society. The treasurer shall be authorized to pay the bills of the organization and should be familiar with all RSF procedures. The Treasurer shall be required to maintain a copy of all finances for the school year, which will be passed to the next Treasurer at the end of their term.

GAO Representative

The GAO Representative shall attend all Student Government Association (SGA) meetings. Summations of those meetings will be documented and submitted to all E-board members. The summations will be presented by the GAO Rep. to the members of the Political Science Society at the next following general meeting.

Chairman of the Committees

The Chairman of the Committees shall oversee the various committees and related projects. Upon members of the committees reporting activities to the Chairman; the Chairman shall report the status of each committee to the E-board and the General Meetings. The Chairman shall maintain documents

and suggested projects of each committee, which will be discussed and voted on during the General Meetings. Special committees are suggested by the Chairman of the Committees for hosting and organizing functions for the Political Science Society at Rutgers University – Camden, unless vetoed by the President or appealed by the Executive board members.

Section 2. Term of Office

Officers shall hold their position for a term of one academic school year of a May to May term.

Section 3. Elections

All officers must have a minimum of a 3.0 GPA upon election and throughout the academic year.

- (a) An ad hoc committee on elections shall monitor all aspects of the election process. This committee shall be nominated by a representative elected the general body and affirmed by a majority of the executive committee. The representative will be voted on by oral nomination and a majority vote at a general meeting.
 - (i) The ad hoc committee will be responsible for administering the election.
- (b) Nominations for all elective posts shall take place at a meeting at least 15 days prior to the election.
- (c) Nominations shall be open to all students who attend at least one meeting per month beginning in the Spring semester.
- (d) Nominations for President must have reached junior status (60 credits or more) before the following academic year commences.
- (e) Elections shall be held no later than April 20. Nominations will be due by the 2nd Thursday in March. Speeches will be presented in a general meeting, as well as posted for all members to see, one week prior to elections. Elections will be the 1st Tuesday in April.
- (f) Voting shall be by secret ballot. No votes will be tabulated until the end of the balloting period. Results will be announced no later than one day after the balloting ends.
- (g) Newly-elected officers shall assume office immediately following the announcement of the results of the election. April shall serve as a transition month for the current E-board members to instruct the entering E-board members of duties and obligations as well as passing on any necessary information or documents. (Including but not limited to: Presidential Binder, event documents, contact/member information, passwords, Treasury Ledger).
- (h) The 1st Tuesday in May will be the last general meeting until school

resumes in the fall. This meeting will be presided over by the new incoming E-board, as well as the previous E-board in order to maintain continuity of the group.

- (i) All ties shall be resolved by a run-off election to be held the week immediately following the regularly scheduled elections.
- (j) All members of the Political Science Society at Rutgers University – Camden are eligible voters.
- (k) All officers will be elected by a plurality vote.

Article IV

Section 1. Removal from office:

- (a) All officers are subject to termination of membership in the society due to disciplinary or academic probation or suspension from the University. In addition, officers are subject to recall by the membership.
- (b) The President, in addition to the above criteria, is subject to removal from office following an absence of 30 days or more from executive and/or general meetings unless due to an approved emergency and has kept the E-board updated on the circumstances. Upon removal of the President, the Vice-President automatically takes office as acting President until a special election can be held to determine a new President. **An approved emergency is one approved by unanimous E-board consent.
- (c) The Executive Board Members, in addition to the above criteria, is subject to removal from office following an absence of 30 days or more from executive and/or general meetings unless due to an approved emergency and has kept the E-board updated on the circumstances. **An approved emergency is one approved by unanimous E-board consent.
- (d) Any society member may initiate a petition for recall. Such a petition must be presented to and approved by a majority of the membership. Following this, the petition must be signed by at least 51 percent of the membership in order to remove the officer in question from office.
- (e) The President may nominate any undergraduate student with the appropriate qualifications, as stated above, to fill an Executive Committee vacancy until the expiration of the current school semester. The member takes office upon being approved at a meeting by a majority of members present. Prior to the end of the semester, the President may call a special election to fulfill that

Executive Committee vacancy, although may not participate in the voting themselves.

Article V Meetings

Section 1. General Membership

- (a) General meetings shall be held no less than once a month during the Fall and Spring semesters. Due notice of the time and location of each meeting shall be given by the Executive Committee.
- (b) The Executive Committee may also call special meetings or cancel meetings whenever necessary.
- (c) There shall be no limitation on the size of the organization.

Section 2. Executive Committee

The Executive Committee shall meet at least once every two weeks.

Section 3. Emergency Meetings

Emergency meetings may be called by an officer. The President must be informed of the meeting, and the Secretary must inform all members.

Article IV Committees

Section 1. Standing Committees are created to serve a permanent function to the Political Science Society at Rutgers University – Camden. Standing Committees are created and abolished by a majority vote of the Executive Committee, and may be created without a budget. All positions are ad hoc by Vice-Presidential appointment and Presidential approval.

Section 2. Special committees are created by the Vice-President to be responsible for hosting and organizing functions for the Political Science Society at Rutgers University – Camden, unless vetoed by the President. All positions are ad hoc by Vice Presidential appointment and Presidential approval.

Section 3. Specific duties of all committees shall be decided as circumstances warrant.

Article VII Finance

Section 1. All funds of this organization shall be kept in an account in the Rutgers Student Fund. All financial matter shall be managed in accordance with University guidelines and maintained and recorded by the Treasurer.

Article VIII Quorum

Section 1. For voting at general meetings, a quorum of 8 members, including either the President or Vice-President and another member of the Executive Committee, is required. If this attendance condition cannot be met then an announcement must be made and the vote must be extended to all members of the Political Science Society at Rutgers University – Camden for a minimum of 5 days.

Section 2. At meetings where no voting will take place, no minimum number of members is required.

Section 3. Any measure passed by a majority vote at any meeting is subject to appeal at any time except those passed by unanimous consent.

- (a) An Appeal Process is a motion by any member of the Political Science Society at Rutgers University – Camden and that is second by another member of the Political Science Society at Rutgers University – Camden.
- (b) All appeals are debated at an executive board meeting and a majority vote on the issue by the executive board is binding. A quorum of five executive board members is required to vote on any appeal.
- (c) In the event of a tie, the original decision stands but may still be re-appealed as there has been no majority decision on the appeal.

Article IX Parliamentary Authority

Robert's Rules of Order, Newly Revised Edition, shall be the authority on all questions of parliamentary law and proceedings.

Article XI Advisors

Section 1. The advisor shall be a member of the Rutgers University, Camden faculty and shall hold the rank of instructor or above.

Section 2. The advisor shall be selected by the Executive Committee.

Section 3. The advisor shall notify the Executive Committee on any pending action concerning the society.

Article XII Amendments

Section 1. Any member of the society may introduce a proposal for a constitutional amendment at any general meeting.

Section 2. No proposed amendment shall be voted on at the same meeting in which it was introduced, but shall be voted on at the next scheduled meeting.

Section 3. An amendment may be brought to a general vote if a majority of the Executive Committee members approve. Constitutional amendments must be voted on by all Executive Committee members and require no fewer than 8 members present during the general vote. If this attendance condition cannot be met, then an announcement must be made and the vote must be extended to all members of the Political Science Society at Rutgers University – Camden for a minimum of 7 days. A two-thirds affirmative vote is required for adoption of a proposed amendment.

Section 4. Any proposed constitutional amendment is subject to Student Congress approval.

Article XIII By-Laws

Section 1. The Political Science Society at Rutgers University – Camden will adhere to the University alcohol policy and the Student Code of Conduct.

Section 2. By-Laws shall be enacted in a manner identical to the procedure for amendments to the Constitution.

Section 3. This organization shall abide by all applicable rules and regulations of the University and by the Constitution of the Student Congress.