**Constitution of the Political Science Society at Rutgers University – Camden**

Preamble

The organization shall abide by all applicable laws of the state of New Jersey and the United States. The organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the SGA and the Dean of Students, along with those of the Board of Governors, and the University. We, the students of Rutgers, the State University of New Jersey at Camden, do hereby establish the purpose of the Political Science Society.

The purpose of this organization shall be:

1. To encourage the Rutgers-Camden community in political involvement.
2. To further the academic interests of members in the area of political science.
3. To establish and maintain political involvement with the Residents of the city of Camden.

Article I Name

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

Membership is restricted to undergraduates enrolled full or part-time at Rutgers University Camden. Members must have had at least a 2.5 GPA for the previous semester (as determined by the PSS Faculty Adviser).

Section 2. No Discrimination

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 3. Members are encouraged to:

1. Attend regular and special meetings.
2. Participate in event planning and/or projects.
3. Promote the academic and social events scheduled by the society.
4. Share ideas and suggestions that will strengthen the society.

Article III Meetings

 Section 1. General Membership Meetings

1. 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.
2. The Executive Committee may also call special meetings and cancel meetings whenever necessary.

 Section 2. Executive Committee Meetings

 Executive Committee shall meet at least once every two weeks.

 Section 3. Emergency Meetings

 Emergency meetings may be called by two or more officers. The President must be informed of the meeting, and the Secretary must inform all members.

Article IV Officers/Executive Board

Section 1. The officers of the Political Science Society at Rutgers University-Camden shall be the President, Vice-President, Secretary, Treasurer, and Project Coordinator.

Section 2. The elected officers of this organization shall constitute the Executive Committee.

Section 3. To become President, a candidate must have served on the executive board of any Rutgers undergraduate student organization for at least a full semester.

Duties and Requirements of Executive Committee Officers:

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 projects, and for working with the Vice President and Secretary to plan meeting agendas. The President shall be sure that the Faculty Adviser is informed ahead of time of all PSS events, projects, and activities (both on and off campus). The President shall appoint interim officers if there is a vacancy between elections, subject to approval first by the Vice President, and then by the Membership at the next full membership meeting.

Vice-President

The Vice-President shall support and assist other E-Board members in event planning and projects, and shall communicate between various E-Board members. Should the President be unable to preside over meetings or events, the Vice-President shall serve as acting President. The Vice-President is also responsible for assisting the President to maintain management and oversight of Executive board and projects, including helping set the agenda for meetings, and to fill in if the President requires.

Secretary

The Secretary shall record the events that transpire at meetings and shall be responsible for the correspondence and social media of the society (in conjunction with the Projects Chair). 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 (and work with the President and Vice President to plan meeting agendas), events, and to record attendance of members at events and meetings. The Secretary shall call to order meetings in the absence of the President and Vice President, and shall serve as the officer in charge if those other two have to be absent. It shall be the duty of the Secretary to understand and maintain the rules according to Roberts Rules of Order, in conjunction with the Faculty Advisor.

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 Rutgers-Camden student group procedures. The Treasurer shall be required to maintain a copy of the finances for the school year, which will be passed to the next Treasurer at the end of their term. The Treasurer shall at least once a semester prepare a report on the group’s budget and spending for the membership. The faculty adviser and E-board shall receive this report before it goes to the full membership, and the E-board shall vote to approve or not approve the budget (the Vice President shall cast the deciding vote in case of a tie). The Treasurer should reach out to the SGA regarding appropriations for activities funded in whole or in part by Rutgers University Camden from student fees.

Projects Coordinator

The Projects Coordinatir shall serve as liaision to the SGA and attend all Student government Association (SGA) meetings, and bring back information to the E-Board of the PSS. The Projects Coordinator shall also oversee all activities and projects, and, along with the Secretary, shall promote the PSS to the student body. The Projects Coordinator shall make recommendations to the Treasurer about funding and spending for activities.

Vacancies

In the event of an E-Board vacancy, the President shall appoint an interim officer to fill that vacancy, subject first to a majority vote by the E-board (with the Vice President casting the decisive vote in the event of a tie), and subject then to approval by the full membership at the next meeting. If approved, the interim officer filling the vacancy will hold that office until the next official election.

Article [[x Faculty Advisor

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

 Section 2. The advisor shall be selected by Political Science Department Chair and subject to approval by a majority vote of the E-Board.

 Section 3. The advisor shall notify the Executive Committee on any pending action or activities that concern the society.

 Section 4. The advisor shall advise, guide, and assist the Society as needed, but shall not make decisions on behalf of the Society or overrule the E-Board (unless in cases of emergency, and if so, that decision must be voted on in the next E-Board meeting).

 Section 2. Term of Office

Officers shall hold their position for a term of one semester (either Fall or Spring).

 Section 3. Elections

1. Nominations for all elective posts shall be submitted to a member of the E-Board and/or the Faculty Advisor at least one full week prior to the election;
2. Nominations shall be open to all members of the Society;
3. 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.
4. Newly- Elected officers shall assume office immediately following the announcement of the results of the election. Previous E-board members should immediately instruct the entering E-Board members of duties of office, obligations, as well as passing on any relevant information or documents. The Faculty Adviser should be provided with all passwords and documents that the new E-board will need, as well.
5. All ties shall be resolved by a run-off election to be held the week immediately following the regularly scheduled elections.
6. All members of the Political Science Society at Rutgers University Camden are eligible voters.
7. All officers will be elected by a plurality vote.

Article IV Removal from Office

Section 1. Removal of Officers

1. All officers are subject to termination of membership in the society (and therefore loss of office) due to disciplinary or academic probation or suspension from the University.
2. Officers are subject to recall by the general membership under the following terms: there must be a petition signed by at least 10 people, or 51% of the number of PSS members if less than 20 general members. The member(s) proposing recall must bring the petitition to the general member meeting, and there must be 10 or more members present at the general meeting where the recall proposal is made, and 2/3 of them must approve the recall proposal. Any society member may initiate a petition for recall as long as they follow this process.
3. 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.
4. 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 election has to be approved by E- board consent.
5. The Executive board members, in addition to the above criteria, are 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 E- board consent.

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 consists of 8 members, including either the President or Vice President and another member of the Executive Committee.

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

Article IX Parliamentary Authority

 Roberts Rules of Order, Newly Revised Edition, shall be the authority of all questions of parliamentary law and proceedings. It shall be the duty of the Secretary to understand and maintain the rules according to Roberts Rules, in conjunction with the Faculty Advisor.

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 eh next scheduled meeting.

 Section 3. An Amendment may be brought to 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 5- 7 days. A two thirds affirmative vote is required for adoption of a proposed amendment.

 Section 4. Any proposal constitutional amendment is subject to SGA’s approval.