

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.

Mission Statement

The purpose of this organization shall be:

- A. To further the academic interests of members in the area of political science and expand students' knowledge on various political issues in a nonpartisan way.
- B. To encourage (in a nonpartisan way) the Rutgers-Camden community and especially students to be politically active and aware at the local, state and national level.
- C. 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 I. Membership

Membership is open to both undergraduate and graduate students enrolled full or part-time at Rutgers University Camden. However, only undergraduate students may serve as officers on the Executive Board.

Section II. 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 III. Members are encouraged to:

- A. Attend regular and special meetings.
- B. Participate in event planning and/or projects.
- C. Promote the academic and social events scheduled by the society.
- D. Share ideas and suggestions that will strengthen the society.

Section IV. Voting Rights

- A. Only members can vote in club elections
- B. To be a member, one must attend at least half of all the gatherings (meetings or events) held by the club in that school year (the fall and spring semesters, up to the election)
- C. The Secretary will be tasked with keeping record of and taking attendance in a systematic matter through all events/meetings, and can decide what counts as “present” or “absent” (in the case of someone showing up late but in good faith versus showing up, signing in, but leaving quickly)
- D. The Secretary will prepare a list of eligible voters in advance of the election, and present it to the Executive Board and the membership; a member who is deemed ineligible to vote must have the opportunity to contest this classification

Article III

MEETINGS

Section I. General Membership Meetings

- A. General meetings shall be held no less than once a month (three total is sufficient for a semester) during the Fall and Spring Semesters. **Due notice of the time and location of each meeting shall be given by the Executive Board.**
 - i. Purpose
General meetings shall be used to update and connect with members on upcoming events and projects that they can attend and be involved with. They shall encourage members to participate in meaningful opportunities. Agendas will be made by the Executive Board and will outline a plan for the meeting.

Section II: Events

- A. General meetings differ from “events” in that general meetings will be a time to provide updates on club performance, and activities. Events will be a time to fulfill the purpose of the organization. These events will enrich and educate members on politics and policy.
 - i. **Events will have a committee to perform certain tasks to make sure the event is properly managed.**
 - ii. **Committee will consist of members of the Executive Board and their duties will include handling any and all tasks concerning events.**

Section III: Executive Board Committee Discretion/Emergencies

- A. The Executive Board may also call special meetings and events or cancel meetings or events if necessary.
 - i. Emergency or special meetings may be called, or events/meetings may be cancelled, by a majority vote of the Executive Board. The Secretary must inform all members of the club.

Section IV. Executive Board Meetings

- A. The Executive Board shall meet at least once every two weeks during the fall and spring semesters. All Executive Board members are expected to attend each Executive Board meeting, unless there is prior notification and approval from a majority of the Executive Board for the absence. Executive Board members are eligible for removal from office for missing one or more meetings without such notification and approval.

Article IV OFFICERS/EXECUTIVE BOARD

Section I. Executive Board Officers

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

Section II. The Executive Board

- A. The elected officers of this organization shall constitute the Executive Board. Each elected officer gets a single vote as part of the Executive Board.

Section III. President of the Executive Board

- A. To become President, a candidate must have served on the executive board of any Rutgers undergraduate student organization for at least a full semester. (additional requirement in role of President section)

Section IV. 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. But if there is ever a tie in an Executive Board meeting vote, the president casts the deciding vote. 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 make recommendations to the Executive Board on interim officers if there is a vacancy between elections, subject to approval first by the entire Executive Board, and then by the Membership at the next full membership meeting. The President must attend all OSI President Meetings and required training.

Vice-President

The Vice-President shall be the main authority in planning for projects and events, second only to the President. The Vice-President is also responsible for assisting the President to maintain management and oversight of the Executive Board and general club members, including helping set the agenda for meetings and filling in as acting President if the President is unable to preside over meetings or events. The VP shall serve as liaison to the SGA and attend all Student government Association (SGA) meetings and bring back information to the E-Board of the PSS. The VP shall make recommendations to the Treasurer about Funding and shall help promote the PSS to the student body. The Vice President shall serve as the Head of the Election Committee, unless they are running for an E-Board position. Responsibilities and responsibilities shall then be passed to another member of the Election Committee in a formal document stating the transfer of responsibility of the Chairperson.

Secretary

The Secretary shall record the events that transpire at meetings and events. 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. The Secretary is also required to maintain member contact information and to record attendance of members at events and meetings. 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. The secretary shall work with OSI recommendations on attendance, Engage page upkeep, and other documentation maintenance.

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, and to comply with college reporting requirements. 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 Executive Board shall receive this report before it goes to the full membership, and the Executive Board shall vote to approve or not approve the budget. 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.

Public Relations/Outreach Coordinator

The Public Relations Coordinator shall be the liaison between the Executive Board of the Political Science Society and the student body and shall manage communications on behalf of the Political Science Society. The Public Relations Coordinator is responsible for managing all of the Political Science Society's social media pages. This includes publishing on all social media and keeping the Political Science Society Engage Page up to date. The Public Relations Coordinator shall assist the Vice-President with the coordination and implementation of recruitment efforts. The Public Relations Coordinator will be responsible for helping, alongside with other members of the organizations, to reach out to potential individuals to contribute to events and meetings held by the Political Science Society.

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 Executive Board 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.

Section V. GPA Requirement for Executive Board

- A. Executive Board Members must have had at least a 2.0 GPA cumulative (as determined by SGA and OSI).

Section VI. Term of Office

- A. Officers shall hold their position for a term of one academic year (starting in June and going until May of the following year)

Article V: ELECTIONS

Section I: Timing

- A. Elections for the Executive Board will be held toward the end of each spring semester around the end of March or beginning of April; or as determined by the deadline set by OSI.
- B. Newly-elected officers shall begin shadowing Executive Board members immediately after the results of the election are announced, as part of the transition period. They will assume office immediately following the end of the Spring Semester.
- C. Previous Executive Board members should immediately instruct the entering Executive Board members of duties of office, obligations, as well as passing on any relevant information or documents. The Faculty Adviser and OSI should be provided with all passwords and documents that the new Executive Board will need, as well.

Section II: Nominations

- A. Nominations for all elective posts shall be submitted to the Elections Committee and the Faculty Advisor at least two full weeks prior to the deadline established.
- B. Nominations shall be open to all members of the Society.

Section III: Election Committee

- A. The Election Committee will conduct elections in a fair, transparent, and impartial way, and decide and publish ahead of time the rules for how elections will be run.
- B. The Election Committee should be formed by the end of each fall semester, and begin preparing for elections to be held in March of each year
- C. The Election Committee will consist of 3 members, one each from the three below-described pools of individuals (if possible)
 - i. The First Pool consists of members of the current E-Board not running for office. The Vice President is to fulfill this role as they are the Head of the Election Committee. If the Vice President is unable to fulfill this role due to running for an E-Board position or another reason made aware to the E-Board, then responsibilities and duties are to be passed to another member of the election committee. (If all members are

- A. 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.
- B. Impeachment proceedings may be brought against any member of the organization provided that grounds for impeachment exist and the procedure for impeachment as outlined by this Constitution are followed.
- C. Grounds for impeachment include, but are not limited to:
 - i. Failure to carry out the duties of office as specified by this Constitution and/or its bylaws.
 - ii. Failure to meet the requirements of office as determined by this Constitution.

Section II: Impeachment Process

- A. Impeachment procedure is as follows:
 - i. Impeachment proceedings may be initiated by any officer of the organization.
 - ii. The charges shall be in written form and signed by no less than one-half (1/2) of the organization.
 - iii. Charges will be delivered to the individual being charged. Two options may be presented: Resignation or Initiation of a formal Impeachment to a vote by the E-Board and general membership.
 - iv. Resignation will be provided in a written statement and presented to the Secretary to keep documented.
 - v. The Executive Board will vote to impeach and must be a majority to proceed to the general membership vote to affirm the Petition to Remove.
 - i. The individual charged may not vote in the vote to impeach; in the case of a tie, the President casts the deciding vote.
 - vi. The general membership will vote to remove by a majority
 - vii. The individual charged with impeachment may make their case to the E-Board and general membership.
 - i. The Secretary will make note of outcomes of votes but make it anonymous
 - ii. An individual charged may vote in a general membership vote for petition of removal.

Section III: Succession

- A. The President, in addition to the above criteria, is subject to removal from office following an absence of one or more meetings from executive and/ or general meetings unless due

to an approved emergency and has kept the Executive Board updated on the circumstances.

- i. 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.
- B. The Executive board members, in addition to the above criteria, are subject to removal from office following an absence of 1 meeting or more from executive and / or general meetings unless due to an approved emergency and has kept the E- Board updated on the circumstances.

Article VII FACULTY ADVISOR

Section I: Role and Powers of the Advisor for the Political Science Society

- A. The advisor shall be a member of Rutgers University, Camden, Political Science faculty and shall hold the rank of instructor or above.
- B. The Political Science Department Chair may make recommendations on who shall be the Faculty Advisor to the PSS Executive Board, but it is subject to approval by a majority vote of the Executive-Board.
- C. The advisor shall notify the Executive Board on any pending action or activities that concern the society.
- D. The advisor shall advise, guide, and assist the Society as needed, but shall not make decisions on behalf of the Society or overrule the Executive Board (unless in cases of emergency, and if so, that decision must be voted on in the next Executive Board meeting).
- E. The advisor shall oversee elections with the Elections Committee to ensure fairness and transparency in process and in tabulating results.

Article VIII FINANCE

Section I. Rutgers Student Fund

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

Section II: Budget Approval

- A. The budget will be made transparent to all members of the Executive Board and will be approved by a majority vote by the Executive Board prior to submitting.

Article IX QUORUM

Section I: Number of Members to Make Quorum for Voting

- A. For voting at general meetings, a quorum consists of 7 members, including either the President or Vice President and another member of the Executive Committee.

Section II: Requirement for Meetings with No Voting

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

Article X PARLIAMENTARY AUTHORITY

Section I: Parliamentary Procedure

- A. Robert's Rules of Order, Newly Revised Edition, shall be the authority of all questions of parliamentary law and proceedings.
- B. In the first meeting of the year the president and secretary will simplify Roberts-Rules for use by the club and teach the board the major motions.

Section II: Learning and Maintaining Rules

- A. It shall be the duty of the Secretary to understand and maintain the rules according to Roberts Rules, in conjunction with the Faculty Advisor.
- B. The Secretary, in conjunction with the Faculty Adviser, will train Executive Board members in the use of Robert's Rules at the start of each new Executive Board.

Article XI AMENDMENTS

Section I. Introduction of Amendment

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

Section II. Scheduling Vote on an Amendment

- A. 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 III. Voting on an Amendment

- A. 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 7 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 IV. SGA Approval of Amendment

- A. Any proposed constitutional amendment is subject to SGA's approval.