



# 1<sup>st</sup> Gen Society

## ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish 1st Gen. Society of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

## ARTICLE II - MISSION STATEMENT

1<sup>st</sup> Gen Society is committed to providing a brave and welcoming environment to all first generation, low-income students, and allies. The mission and purpose of the club will be to serve, provide and enhance the personal and academic experience of participating students on campus. From all backgrounds, we aim to connect members as a community united by the vision of equality and pride in our diverse identities.

## ARTICLE III - MEMBERSHIP

### SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - anyone who has attended at least one general interest meeting or general member meeting per semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization.

## ARTICLE IV - MEETINGS AND VOTING

### SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus 4 officer(s).

## **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

# **ARTICLE V - OFFICERS AND QUALIFICATIONS**

## **SECTION ONE - OFFICER POSITIONS**

### A. President

- a. Active member status for two or more full semesters.
- b. Prior service on 1GS executive board (for one full serving-term).
- c. Cannot plan on studying abroad for either semesters of your serving terms.

### B. Vice-President

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.

### C. Community Engagement Director

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.

### D. Development Director

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.

### E. Finance Directors

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.
- c. Prior experience with club financing/general financing suggested.

### F. Programming Chair

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.

### G. Publicity Chair

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.
- c. Proficiency in online media creation (Google Docs, Slides, Excel, Canva) preferred.

### H. Secretary

- a. Active Member status for at least one full semester.
- b. Cannot plan on studying abroad for either semesters of your serving terms.

I. First-Year Representative

- a. Must be within the current first-year class.

J. For all positions, proposed candidates must be able to commit ample time to organization operations and events. The minimum requirement for officer positions is President and Business Manager.

**SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. President
  - a. The President will be accountable and responsible for the well-being of the society and its goals.
  - b. The President will function as the collective voice of the society while affirming community values.
  - c. The President will collectivize and mitigate duties to e-boards for purposeful, deliberate and meaningful actions that bolsters the society's visions.
  - d. The President is responsible for commencing and adjourning any club meeting, although meetings can also be commenced and adjourned by the acting Vice-President.
  - e. The President will be responsible for the execution of all voted decisions, provisions and amendment of the constitution of the society.
  - f. The President is responsible for sending out the agenda to other officers no later than 6 hours prior to e-board meeting
- F. Vice-President
  - a. The Vice President works collaboratively with the president to uphold society's vision.
  - b. The Vice President is responsible for ensuring transparency of the society and its activities.
  - c. The Vice President must send out an agenda to other officers no later than 6 hours prior to the e-board meeting.
  - d. The Vice President is responsible to fulfill any remaining duty of the president.
- G. Development Director
  - a. The Development Director affirms the diversity pillar of the society, ensures openness and inclusivity of members from all backgrounds who support the society's goals.
  - b. The Development Director ensures the active recruitment, training and integration of all new members.
  - c. The Development Director shall be responsible for maintenance and upkeep of the Mentee/Mentor program, which is a program that the society does in order to build connections between alumni and the students. They must ensure for at least a monthly meeting/outing between mentor and mentee.
  - d. The Development Director shall maintain relationships amongst other on

campus organizations/social groups for all future collaborative programming events.

- e. The Development Director must be aware of campus organizations and knowledgeable about current events.

#### H. Community Engagement Director

- a. The Community Engagement Director shall connect with local school districts/community centers for volunteering opportunities.
- b. The Community Engagement Director shall ensure presence of society on campus culture through various sponsorships with the Development Director.
- c. The Community Engagement Director shall ensure members participation/volunteerism.
- d. The Community Engagement Director will ensure community members are aware and up to date with all office resources, opportunities and support, including scholarship, fellowship, research, and internship opportunities.
- e. The Community Engagement Director will work with the Secretary on the newsletter for General members.

#### I. Finance Director

- a. The Financial Director will handle accounting, releasing, approving, and mitigating any finances within the society.
- b. The Financial Director will ensure the transparency and releasing 100% paper trail of ALL transactions.
- c. The Financial Director will manage any fundraising events, while finding opportunities to increase financial freedom of the club.
- d. The Financial Director will handle Paperwork/ proposals of any grants, scholarships, spending, and reimbursements.
- e. The Financial Director will attend the Fall Leadership training for Business Managers.
- f. The Finance Director shall be responsible for maintaining all finances and keeping a detailed record of all transactions. including fundraising statements, invoices of purchases for weekly materials, etc.

#### J. Programming Chair

- a. The Programming Chair will ensure reservation of any spaces for events with proper order (catering, etc.).
- b. The Programming Chair will handle social programming, group studies spaces.
- c. The Programming Chair will work collaboratively with other board members to plan GMMs and other organization events.
- c. The Programming Chair will work with the Development Director for GMM meetings in regards to co sponsorships.
- d. The Programming Chair will create presentation materials for GMMs and other organization meetings, as well as assign/coordinate roles for presentations ahead of time.

#### K. Publicity Chair

- a. The Publicity Chair is responsible for advertising our organizations events/ programs through various venues including Instagram, etc.

- b. The Publicity Chair is responsible for creating social media materials for the Organization including posters, flyers, and other advertising materials.
- c. The Publicity Chair shall consult with the elected board on revisions and edits for promotional materials.
- d. The Publicity Chair shall create and maintain connections with other organizations through social media platforms.
- e. The Publicity Chair shall work with the Secretary and First-Year Rep on monthly Newsletter.

L. Secretary

- a. The Secretary will serve as the point of contact on the Campus Community Connection page.
- b. The Secretary shall be responsible for the upkeep of co-sponsorship requests, 1GS email account, approving CCC membership requests.
- c. The Secretary shall take minutes at executive board and general member meetings and record attendance of all members in attendance at meetings.
- d. The Secretary shall distribute monthly newsletter (newsletter segments developed by individual newsletter segments).
- e. The Secretary shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.

M. First-Year Representative

- a. The First-Year Representative shall be responsible for reaching out and connecting with other first year students on or off campus through various virtual avenues including social media, emails, and more.
- b. The First-Year Representative shall be responsible for assisting our Publicity Chair and Secretary with weekly newsletter and other related social media postings
- c. The First-Year Representative must Coordinate and design (1) GMM meeting for the entire academic year
- c. The First-Year Representative shall aid in generating ideas through bi-weekly elected board meetings.

**SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - Nominations for eboard positions may come from any active member themselves or from any other active member on the behalf of another active member. Eboard members are also allowed to nominate active members. If a position is relinquished, the elections will happen according to the procedures outlined.
- B. Notice of intent to run/platforms shall be accepted no later than 5 PM on the closest executive board meeting day prior to the day of elections, barring special circumstances.
  - a. Special circumstances are defined as, but not limited to: an extenuating amount of school work/exams in the period immediately before platforms are due (will be considered on a case by-case basis), illness, family or personal emergencies, religious observances etc.
  - b. This is to allow for executive board to review platforms for any material inappropriate to the organization or its members

- C. Term of Office - All positions are served for one academic year, however, If the incumbent chooses to vacate the position before the end of tenure, the position should be filled through a special election before the semester ends.
- D. Timing of Elections - If an incumbent chair chooses to relinquish their position, election must happen before the end of the semester (typically in December). In this case, the special election will be held and the person who fills the position will hold it until April when all positions are once again up for election.
  - a. Ties for the highest number of votes shall be settled by a second vote on the two (or more) tied members.
  - b. Process will be repeated as necessary until one candidate wins.
  - c. Coin flip as tie breaker (even in virtual settings).
  - d. Ballots will be cast via slips of paper, to be submitted anonymously. If hosted virtually, ballots will be submitted anonymously via a google doc.
  - e. Ballots shall be counted by executive board members not running for any executive board positions.
  - f. Preferably, outgoing seniors who will, by default, not be eligible for any executive position in the future.
  - g. Candidates are limited to a two-minute platform, to be timed and cut off by a designated current executive board member.
  - h. Platforms are to be civil, focusing on the individual rather than on any opponent(s).
  - i. Elections shall occur in a general member meeting.
  - j. Members shall be notified of upcoming elections no later than two weeks before notices of intent to run/platforms are due.
  - k. Elections are for terms starting immediately following elections, ending at elections in April of the next year.
  - l. Elections shall occur within the month of April.
- E. Members planning to study abroad/not be present in the following spring/fall semester shall not be permitted to run for any position.

#### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence. E. Members previously removed from any executive board position shall not be

allowed to run for another executive board officer position for their remaining undergraduate career.

- E. Outgoing members of executive board will continue to attend meetings with incoming executive board members at a regular executive board meeting time until the end of the Spring semester, or longer if the incoming board desires.
  - a. This is to ensure a smooth transition between executive boards from the spring to fall semesters.
  - b. New executive board members are encouraged to stay in contact with former executive board members of the same position, especially when in need of advice or information on usual club or executive proceedings.
  - c. As executive board meetings are open, former executive board members are welcome to attend any executive board meeting, but will only act in the capacity of a general member unless specifically asked for advice pertaining to their former position.
- G. Outgoing and incoming executive boards are encouraged to meet with the club advisor(s) as soon as is convenient after elections.
- H. Transfer of all contact information/account logins/group and page admin privileges/Campus Community Connection positions must be done by the last day of classes for the Fall semester.
  - a. Try to have a new group picture taken ASAP following elections.

## ARTICLE VI - RESOURCES

### SECTION ONE - RESOURCES

- A. The 1st Gen Society of the University of Rochester will abide their Resource Agreement.

## ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the 1st Generation Society. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## ARTICLE VIII - NONDISCRIMINATION POLICY

The 1st Gen Society abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation  
Andre Tulloch  
**President, 1st Gen Society**

5/4/2021

Date

*Eden Thomas*

*5/5/2021*

Signature of Approval

Date

Eden-Lyn Thomas

**Chair, Student Organization Administration & Review Committee**