



Baking Club

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Baking Club 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

To provide a space for students to explore their love of baking and expand their knowledge in the kitchen. To give a creative outlet to those who need a break from the fast moving pace of the academic rigor of the University of Rochester; especially for those without access to baking supplies or a kitchen. To meet people with similar interests and bond over the love of baking as well as introduce people to other cultures.

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 - Active members must attend at least one 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 perform, 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 officer and 3 active members are present.

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. Candidate needs to have been an officer for one year immediately before running for president. Needs to have already completed the Community Kitchen training, unless no one else is qualified.
- B. Business Manager
 - a. Needs to have been an active member for at least one semester, unless no one else is qualified.
- C. Events Coordinator
 - a. Needs to have been an active member for at least one semester, unless no one else is qualified.
- D. Secretary
 - a. Needs to have been an active member for at least one semester, unless no one else is qualified.
- E. Publicity Chair
 - a. Needs to have been an active member for at least one semester, unless no one else is qualified.

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. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President shall be

responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.

- F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions.
- G. The Secretary shall also take roll calls at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. The Secretary shall send out emails regarding each event.
- H. Events Coordinator shall organize and coordinate events. Reach out to other campus organizations and clubs for collaborations. Register events and room reservations through CCC. Gives safety training at the beginning of each meeting by pointing out fire extinguishers and how to properly use an oven or other equipment that requires high temperature or sharp objects if needed.
- I. Publicity Chair shall maintain the club Instagram account. Advertise club meetings and create posters for each meeting. Publicity chair candidates should have experience with social media. Communicate with the campus times for advertisement. For events larger than general meetings, communicate the Events Bulletin for advertisement.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Candidates must be nominated by a member of Eboard after expressing interest by emailing the president. Elections will be held via google form. An information meeting will be held where nominees are mandated to attend to learn about their position. Students can run for more than one position but can only hold one position. A mandatory in-person meeting will be held for nominees to give their platform and ballot will be released immediately after. Ballot will close one week after the platform meeting.
- B. Term of Office - Term of office is for one academic year. Transition occurs after elections in the spring semester and officers take office at the beginning of the fall semester.
- C. Timing of Elections - Elections must be held in the Spring semester in the last four weeks of the last day of classes, and at least two weeks before the last day of classes.

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.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

A. The Baking Club of the University of Rochester will abide by 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 Baking Club. 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 Baking Club abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation
Erin Kent
Co-President, Baking Club

Date



Signature of Confirmation
Serena Khalifeh
Co-President, Baking Club

Date



Signature of Approval
Evan Ji
Chair, Student Organization Administration & Review Committee

4/22/24

Date