



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT



ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Secret Coffee Club (SCC) 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

Our mission is to foster a vibrant community of coffee enthusiasts dedicated to exploring the rich tapestry of local coffee culture in the Rochester area. We provide a welcoming space for members to savor diverse coffee offerings, embrace the city's unique character, and forge lasting connections.

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 – An active member is someone who has attended at least 25% of events in the present or previous 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 at least ½ of all active members and an officer are present in the meeting.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All officers 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's vote shall break a tie.

ARTICLE V – OFFICERS & ROLLES AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS & EXECUTIVE BOARD MEMBERS

- A. President- Any undergraduate member is qualified. There can be only one President. A president is an executive board member.
- B. Vice President- Any undergraduate member is qualified. There can be only one Vice President. A Vice President is an executive board member.
- C. Coordinator- Any undergraduate member is qualified. There can be multiple Coordinators. Coordinator Cannot be a Vice President. A Coordinator is not an executive board member.
- D. Business Manager- Any undergraduate member is qualified. They must have had passed the Business Manager quiz by 75% by the first weeks of their serving term. There can be only one Business Manager. A Business Manager is an executive member.
- E. Driver- Any undergraduate member over the age of 18 with a valid driver's license is qualified. There can be multiple Drivers. A Driver is not an executive board member.

SECTION TWO - DUTIES OF OFFICERS & ROLLES

- A. All officers shall be members of SCC and 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 SCC's constitution, the Students' Association constitution, and bylaws that apply to this organization.
- E. All officers must have a profile picture on the CCC website withing the first week of being appointed.
- F. 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.
- G. 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.
- H. The President shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. If not, the Vice President shall have this responsibility. If not, the Business Manager shall have this responsibility.
- I. The Vice President is responsible for planning the events.
- J. The Coordinator(s) are the assistants to the Vice President.
- K. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- L. The President, Vice President, and the Business manager are responsible for ensuring a smooth transition of power to the next term's executive board during the last 2 weeks of every term.
- M. The Driver(s) are responsible to drive participants of an Event from and back to the designated pick-up location on campus and where the event will be held using either the provided vehicle by the university or their vehicle.

SECTION THREE – NOMINATIONS, ELECTIONS, & REMOVAL

- A. Any member can nominate themselves for any officer roles if they are eligible.
- B. The President, Vice President, and Business Manager for each term shall be elected during the last 4 to 2 weeks of the previous term with a simple majority vote of Active Members. The Executive Board has the power elect Coordinator(s) and Driver(s) with a simple majority vote. They must at least select one Coordinator.

- C. If not one was nominated, the very first existing eligible member in the following list shall become President: The most recent President, the Vice President from the last term, the Business Manager from the last term, the longest serving officer from the last term, the longest active member who has been an officer, the longest member who has been an officer, the longest active member, the longest member who had been an active member, the longest member. The new President may elect a Vice President and Business Manager to form the new Executive Board.
- D. If the office of the Presidency is vacant, the Vice President shall become President. If the Office of the Vice President is vacant, the first Coordinator shall become the new Vice President, and the new Executive Board shall elect a new Coordinator if there are no other Coordinator(s). If the office of the Business Manager is vacant, the Executive Board shall elect another Business Manager.
- E. Vote of no Confidence- An officer can be removed by a simple majority vote of officers, super majority vote of all active members. If an officer is removed from the office by the super majority vote of active members, they are not eligible to become an officer until the next term.
- F. Term of Office- The day after the previous semester had ended until the last day of the serving semester.

ARTICLE VI - Amendments

Any Amendments to the constitution will require a super majority vote of the officers and the approval of the President.

ARTICLE VII - RESOURCES

The SCC of the University of Rochester will abide by their Resource Agreement.

ARTICLE VIII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the SCC. 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 SCC abides by the nondiscrimination policy of the University of Rochester.


Signature of Confirmation

02/01/2024
Date

President & Founder of SCC


Signature of Approval
Evan Ji

2/16/24
Date

Chair, Student Organization Administration & Review Committee