



Toy Adaptation Program

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Toy Adaptation Program (TAP) 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

The Toys for All Tots Toy Adaptation Program aims to adapt battery operated toys for differently abled members of the community and donate these toys so that they can use them in the same way as any other child.

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 – A person must attend at least two general meetings per semester to qualify as an active member.
- 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 one half (½) of the active membership plus 3 or more officers.

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 – Must have been an active member for at least one year, unless no one is qualified.
- B. Business Manager – Must have been an active member for at least one year, unless no one is qualified.
- C. Adaptation Event Coordinator – Must have been an active member for at least one year, unless no one is qualified.
- D. Publicity and Community Outreach – Must have been an active member for at least one year, unless no one is qualified.
- E. Switch Development and Technical Development – Must have been an active member for at least one year, unless no one is qualified.
- F. Secretary: Must have been an active member for at least one year, unless no one 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.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. 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.

- H. The President shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and check and maintain the club email address.
- I. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- J. The Business Manager shall be responsible for club fund and budget management, organization of fundraising, grant writing, coordination with the Student's Association for funding, and for all other associated expenditures.
- K. The Adaptation Event Coordinator shall be responsible for planning one large adaptation event per semester. Planning includes location and equipment reservations, arrangements for refreshments, sending invitations, and filling out necessary paperwork.
- L. The Publicity and Community Outreach Head shall be responsible for maintaining and updating social media accounts, working with Hajim website developers to keep the Hajim website up to date, developing informative handouts, creating a newsletter, contacting and informing community members, and contacting toy companies.
- M. The Switch Development and Technical Lead shall be responsible for keeping a list of required tools and supplies, maintaining a supply of switches, researching and creating new switch types, and ensuring that all switches are safe for donation.
- N. The Secretary shall be responsible for sending internal club communications in a timely manner, maintaining meeting minutes, keeping the faculty advisor current on club activities, and maintaining the club file system.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Active members may nominate themselves or another willing active member for an Executive Board position. The active member must express clear interest in the Executive Board position of their choosing. All active members may vote once per Executive Board position and each vote is counted equally. The President shall only vote to break a tie. A majority vote is required to earn an Executive Board position
- B. Term of Office - Executive Board positions are held for one academic year. Officers will take office during the beginning of the fall semester. Transitions will occur from after elections to the beginning of the fall semester.
- C. Timing of Elections - Elections will occur towards the end of the Spring semester and a date will be set based on availability of members, 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 Toy Adaptation Program of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

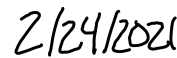
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Toy Adaptation Program. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, 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

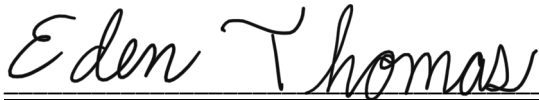
The Toy Adaptation Program abides by the nondiscrimination policy of the University of Rochester.



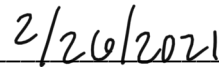
 Signature of Confirmation
 Ellen Irving
President, Toy Adaptation Program



 Date



 Signature of Approval
 Eden-Lyn Thomas
**Chair, Student Organization Administration & Review
 Committee**



 Date