



## **East Pen Pal Program**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the East Pen Pal Program (EastPenPals) 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 East Pen Pal Program gives undergraduates the opportunity to correspond weekly with eighth graders from the East Lower School and participate in Pen Pal Visit Days in the Fall and Spring.

### **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 – Either someone who corresponds with their pen pal weekly during both semesters and participates in both Pen Pal Visit Days, one in the fall and one in the spring, or someone who holds an E-board position.
- 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 1/3 of the active membership plus one 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 in an E-board position at least one semester before becoming President.
- B. Business Manager
- C. Secretary
- D. Community Outreach Coordinator
- E. Event Organizer

#### **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 following purposes. They 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. The president corresponds with partner teacher at East and faculty of the university. They lead most meetings and are the general face of the organization. They also address unresponsive students, handle pen pal match reassignments and matching of new students.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. They oversee budgeting Pen Pal Visit Days and any other monetary needs of the organization. The business manager corresponds with the advisor about the financial situation of the organization, fills out forms on CCC to secure money for the club, organizes spreadsheets of necessary supplies for

Pen Pal Days, and oversees appealing the resource agreement and fixing other financial issues as the club transitions.

- G. The Secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. They also take minutes at E-board meetings, send out weekly emails and updates to undergraduate students and lead the undergraduate/scholar pen pal matching process. They oversee the CCC page, keep accurate records of all members and keep the club's Google Drive organized.
- H. The Community Outreach Coordinator creates and maintains social media profiles, works to engage with other on and off campus community groups, and spearheads advertising of the club and our mission.
- I. The Event Organizer oversees coordinating both Pen Pal Days (with help), reaches out to performance groups and other participating groups on campus for the Fall Pen Pal Day, and secures merch and prizes from University of Rochester departments.
- J. All officers are not required to correspond with a pen pal.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - Nominations Procedure: The Secretary will email all members of the organization with an interest form and anyone can fill out which position they will be nominating themselves for. Elections Procedure: The Secretary will establish a date for a meeting in which all nominees will give their pitches in front of the club as well as write out their pitches in advance to be put on a form for those who do not attend the live meeting. If any current E-board members have nominated themselves, they will also have to give a pitch. The E-board will then send out a voting form to all members and voting will take place from the end of the meeting to one week later. At the end of one week, and with a quorum of votes met, an email will be sent out to the club showing the results of the election.
- B. Term of Office – The term of office is a full year. New officers will start shadowing current E-board members in March and take their positions in April and sustain their position until the following election. The transition period will occur for the remainder of the academic year after new officers have taken their positions.
- C. Timing of Elections – Elections will occur in March.

### **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 East Pen Pal 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 East Pen Pal 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 East Pen Pal Program abides by the nondiscrimination policy of the University of Rochester.

Madison Ireland

Signature of Confirmation

Madison Ireland  
**President, East Pen Pal Program**

4/23/2021

Date

Eden Thomas

Signature of Approval

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

4/27/2021

Date