



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

STEM INITIATIVE

We the students, faculty, and staff of the University of Rochester hereby establish STEM Initiative and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement

STEM Initiative aims to inspire students in Rochester middle schools to pursue studies and careers in the STEM fields. We hope to have a long-lasting impact on these students to stimulate interest in the STEM field. We also hope to make STEM education more widely available to young students who currently lack access to the full spectrum of STEM education.

Article II. Membership

Section A. Membership

1. Eligibility – All Students' Association 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 University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization's Campus Club Connection site.
2. Definition of active member - An SA Member who (1) participates in at least 2 volunteer sessions per semester since joining the organization—this includes attending all associated mandatory meetings or trainings—and/or (2) organizes or writes at least one lesson plan that has been approved by the curriculum chair.
 - i. Executive Board members are required to attend at least six volunteer sessions per yearly term or write at least one lesson plan.
3. Definition of associate member – An associate member who attends at least three volunteer sessions over the course of the year.

Article III. Meetings and Voting

Section A. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as 70% of the Executive Board.

Section B. Voting

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority, anonymously in writing, unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions

- i. President – Must have held an executive board position for at least one semester within STEM Initiative previously.
- ii. Vice President
- iii. Business Manager
- iv. Secretary
- v. Volunteer Coordinator(s) – Up to two positions
- vi. External Relations
- vii. Curriculum Chair
- viii. Fundraising Chair

Section B. Duties of Officers

1. All officers shall be members of the Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
5. No members who will be leaving the University for a semester or more (health issues, study abroad) will be eligible for a position. In the case that an individual becomes aware of their leave after they have been elected, a vacancy reelection procedure shall take place (See Article IV Section D)
6. 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 candidate must have previously served an Executive Board position in order to run for presidency. In addition, the President must attend biweekly Community Service Network Presidents' meetings. In the absence of both the Secretary and Vice President, the President will be responsible for recording meeting minutes. The President is also responsible for communicating with our primary advisor, and updating the CCC webpage.
7. The Vice President shall be responsible for duties of the President if in case the President is absent, overseeing subcommittees as necessary, and issuing and keeping an account for all keys issued to officers. In addition, if the President cannot attend CSN Presidents' meetings or advisor meetings, the Vice President is responsible for overseeing those duties. The Vice President will also be the primary Virtual EMS contact, and is responsible for reserving rooms and event necessities. In the absence of the secretary, the vice president will be responsible for recording meeting minutes.
8. The Business Manager will be responsible for maintaining all finances and keeping detailed records of all club transactions. In addition, they are responsible for communicating with the curriculum committee to ensure that lesson supplies are ordered/purchased in a timely manner. The business manager is responsible for collecting receipts and attending any SA training relevant for the business manager position.
9. The Secretary 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. In addition, the secretary will be responsible for maintaining the Facebook Page, website, and CCC page. Also, the Secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members, and take and maintain meeting minutes.

10. The Volunteer Coordinator(s) is responsible for physically being present to oversee each after-school lesson plans. In addition, the volunteer coordinator(s) is responsible for maintaining and organizing a volunteer list, along with reserving and securing transportation to and from the schools, which may include reserving the CSN Vans. Volunteer Coordinator(s) is expected to be at all volunteer sessions, unless they have a valid excuse for being absent. In addition, Volunteer Coordinator(s) is responsible for gathering supplies and physical copies of each lesson plan beforehand. Up to two Volunteer Coordinators may be elected, and the duties may be divided.
11. The Curriculum Chair is responsible for overseeing the curriculum committee, which is a committee dedicated to creating the lesson plans for each visit to the middle schools. This includes both lesson plans created through members of STEM Initiatives, and collaborative lessons with other organizations such as academic clubs, Honor societies, and Greek organizations.
12. The External Relations Chair is responsible for any off-campus business that must be conducted in order for the club to expand. This includes visiting off-campus groups such as schools, organizations, and co-sponsorship companies.
13. The Fundraising Chair is responsible for overseeing the fundraising committee, which is a committee dedicated to creating funds for lessons during the school year. The fundraising chair in collaboration with the committee is expected to host at least one significant fundraising event each semester. In addition, they are expected to have more events as needed to meet the costs and expectations for any events and/or lessons we plan during the course of the school year.

Section C. Nominations and Elections

Nomination and Elections Procedure Elections will occur one (1) week after Nominations at a regular meeting. All nominees must submit their candidacy and platform four (4) days prior the election, in writing, by 11:59 pm to the President unless otherwise noted by the President under his or her discretion. Late nominations will be allowed, again, by the discretion of the President. A member may only be elected on the day of elections. In the event that the nominee cannot physically make the election, he or she may still run, under the discretion of the President.

1. Eligibility – All members of the SA are allowed to declare candidacy for any position, unless otherwise noted (i.e. President), with the exception of seniors. Seniors are ineligible to run since the term runs from the spring semester to the fall semester (which by then, they will have graduated). The exception to this rule is if the said senior is in a five-year program (GEAR, KEY, TEAM) or is a Take 5 student.
2. Timing of Elections – During the end of the calendar in late November/early December, elections will be held for all positions for the next calendar year (Spring semester to Fall semester).
3. Term of Office- The term of office for the Executive Board shall be one calendar year (January to December).

Section D. Vacancies, Resignations, and Removals

1. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
3. If a vote of no confidence on any officer is to take place, it must be given an official meeting's notice. Any member of an organization can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Article V. Committees

STEM Initiative will not have committees at the time of this writing.

Article VI. Finances

Section A. Students' Association members shall receive priority at SA-funded events conducted by this organization.

Section B. Funding

STEM Initiative shall be eligible for SA funding. Specifically, STEM Initiative falls under the subset of organizations that apply as community service groups and is also eligible for CSN funds.

Article VII. Classification

Section A. STEM Initiative shall be classified as a community service organization. A community service organization shall be any organization whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations. Such services may improve residents' quality of life, fulfill specific community needs, or deliver financial resources to partner organizations.

Article VIII. Adoption of the Constitution

Section A. Two-thirds of the active membership must approve the constitution.

Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. At least a 2/3 majority of the active membership must approve the by-laws and any amendments.

Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by STEM Initiative. 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 XII. Discrimination Policy

STEM Initiative of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

[Handwritten Signature] _____ *3/19/15*
Signature of Officer Submitting Constitution Date

[Handwritten Signature] _____ *3/16/15*
Signature of SA Speaker Granting Recognition Date

[Handwritten Signature] *3/2/15*

