Appendix B: Club Constitution

Article I - Name and Purpose

Section 1: The name derived for the organization shall be the Off-Road Club.

Section 2: The purpose of Off-Road Club shall include:

A. To create a friendly environment for students who enjoy off-roading.
B. To teach off-roading safety, including, but not limited to driving tips, vehicle control, and towing safety.

Article II - Membership

Section 1: Any person associated with Kettering University, who agrees with the stated purposes above and attends regular meetings and outings will be considered full members.

Section 2: Attendance to at least three meetings a term is required to be a full member. Full members have the privilege to vote.

Article III - Executive Council

Section 1: The executive council will be the governing body of Off-Road Club and will consist of four members.

Section 2: The executive council will not consist of hierarchy positions.

Section 3: All full members are eligible to run and hold office. Elections will be carried out according to article V.

Section 4: All executive offices are held for two B-section terms, beginning at the end of spring term. Officers may be re-elected to a position as long as they are re-elected following the election procedures in article V.

Section 5: Any officer may be removed from the office by an official vote among full members. A vote of two-thirds must be obtained to make the removal valid.

Section 7: In the case of the removal or resignation of the president, the vice-president will move up to take over the position. The new president will then appoint a new vice president.

Section 8: In the case of the removal or resignation of the vice-president, treasurer, or secretary, a new officer will be appointed by the president.

Section 9: The executive council shall be made up of officers, which include the president, vice-president, treasurer, and secretary.
Article IV - Duties of Officers

Section 1: President
A. Chairs regular meetings and off-road outings.
B. Calls additional meetings and updates as needed.
C. Attends other GMTE executive meetings as necessary.
D. Oversees all communications with GMTE.
E. Responsible for all new members.
F. Appoints a secretary utilizing the vice-president's input.

Section 2: Vice President
A. Assumes the presidential duties in the president's absence.
B. Responsible for advertising events and meetings.
C. Assists the president in appointing a secretary.

Section 3: Treasurer
A. Oversees funds.
B. Keeps an accurate financial record.
C. Presents a detailed budget to the operations council.
D. Handles fund requests.

Section 4: Secretary
A. Records club history.
B. Keeps meeting and outing attendance.
C. Appointed by the executive council; not elected.

Article V - Election of Officers

Section 1: Nominations for officer positions will be taken at least one week before elections.
Section 2: A. Elections will be held before the end of eighth week of spring term at an official meeting.
B. Only current full members are allowed to vote.
C. If all positions are not filled during elections, the upcoming executive council will appoint the rest of the council.

Section 3: Candidates are allowed the option of a 3-minute speech immediately prior to election.

Section 4: The secretary position is not elected. The president and vice president appoint the position.

Section 5: The current secretary shall perform secret ballot counting unless running again for an executive council position. If this occurs, the president will appoint a member to accomplish this task.

Section 6: Upon verification by the Off-Road Club advisor, the candidate with the simple majority vote will take office at the beginning of the following term.

Article VI - Quorum

Section 1: One-third of the full membership roster as determined by Article II, Section I is required to conduct any official voting business.
Article VII - Amendments

Section 1: Amendments to the constitution may be submitted to the executive council at any time and "win be brought to the club's attention at the next meeting.

Section 2: Amendments will be brought to a vote during the following meeting with sufficient full member's vote.

Section 3: Amendments will be adopted as soon as a two-thirds member vote has been received.

Constitution written 05/02/01 by Fred M. Jury
Updated on 05/12/04 by Jason G. Wisniewski