realSERVICE

Constitution

Article I – Mission Statement

Section 1 – The name of this organization shall be realSERVICE.

Section 2 – The mission of realSERVICE is to encourage the Kettering student body to give back to the Flint community through community service and outreach.

Article II – Definitions

Section 1 – 'realSERVICE' shall be referred hereafter as 'The Club'.

Section 2 – The Kettering University student body shall be referred hereafter as 'KU Students'.

Section 3 – A Club Event shall be defined as an organized activity planned in part or whole by The Club, available to all KU Students, and advertised at least one (1) week in advance of its execution.

Section 4 – A Club Meeting shall be defined as a formal gathering of The Club and KU Students, open to all KU Students, to discuss the regular business of The Club; and is mutually exclusive with a Club Event.

Section 5 – A School Term shall be defined as the length of time Kettering University declares as a singular 'A-section'.

Section 6 – A Club Resource shall be any capital or other item owned by, belonging to, or attributed to The Club.

Article III – Membership

Section 1 – Membership to The Club shall be open to all KU Students.

Section 2 – A member shall be defined as a KU Students who attends at least two (2) Club Meetings and one (1) Club Event per School Term.

Section 3 – Only members of The Club may run for office within the club, and have priority in all Club Meetings, Club Events, and use of Club Resources.

Article IV – Officer Definition

Section 1 – The Club shall consist of five (5) officers, listed in order of authority:
   A- The President
   B- The Vice-President
   C- The Treasurer
   D- The Secretary
E- The Event Planner

Section 2 – The President shall be responsible for:
A- Chairing and running all Club Meetings.
B- The final authority on all rules and regulations for The Club.
C- Being the official contact for KSG.
D- Fulfilling the role of any officers absent from Club Meetings.
E- Delegating or handling any responsibilities not covered in this constitution.

Section 3 – The Vice President shall be responsible for:
A- Maintaining The Club's constitution.
B- Maintaining The Club's Club Resources.
C- Approving or denying any sub-committees of The Club.
D- Advertising Club Meetings at least one (1) week prior to their realization.
E- Fulfilling the responsibilities of The President in their absence.

Section 4 – The Treasurer shall be responsible for:
A- All aspects of The Club's finances.
B- Planning and submitting a budget for the club in conjunction with The Club's members and officers.
C- Ensuring food is provided at Club Meetings.
D- Organizing and managing a budget planning meeting every School Term.
E- Fulfilling the duties of the Vice-President in their absence.

Section 5 – The Secretary shall be responsible for:
A- Maintaining an updated list of The Club's members.
B- Providing sign-in sheets at Club Meetings and Club Events.
C- Submitting sign-in sheets to KSG.
D- Managing and submitting all non-treasury related paperwork.
E- Fulfilling the duties of the Treasurer in their absence.

Section 6 – The Event Planner shall be responsible for:
A- Planning and organizing all Club Events.
B- Acquiring all non-Club Resources needed for events.
C- Advertising all Club Events at least one (1) week prior to their execution.
D- Organizing and managing an event planning meeting every School Term.
E- Fulfilling the duties of the Secretary in their absence.

Section 7 – Officer elections shall be elected on the fifth (5th) week of every winter School Term.
A- Vacant or vacated offices shall be filled at the next Club Meeting.
B- A member of The Club may only serve as any single officer for up to four (4) School Terms.
   i- Time accumulated through election specified in Article IV, Section 7,A, does not count against an officer’s term limit. Following School Terms are counted normally.
C- No club member may concurrently hold offices unless there are not enough members to fill all offices.

Section 8 – An officer may create a committee to handle any responsibilities of their office. Committees shall last for one (1) School Term.

Article V – Voting Procedures
Section 1 – The constitution may be modified by a two-thirds (2/3) majority vote by The Club’s members.

Section 2 – Officers may be removed from office by a two-thirds (2/3) vote of The Club’s members.

Section 3 – All votes shall be by secret ballot unless otherwise specified by The President. All ballots shall be tallied by an appointed member, and shall be announced after the tally; with the ballots destroyed after the recording of results.

Section 4 – All disputes among the officers shall be decided by a majority vote of the officers.

Section 5 – Only full members shall vote in decisions for The Club.

Article VI – General Policies

Section 2 – The club shall meet weekly on Thursday from 6PM to 8PM of every School Term.

Section 3 – The Club shall have at least two (2) Club Meetings and one (1) Club Event every School Term.

Article VII – Bylaws
Section 1 – Because The Club is primarily student oriented, it does not need a faculty adviser to help oversee and direct the clubs’ policies. However, the club is open to faculty who wish to participate in its activities.

Appendix I – Revision History
Section 1 – Drafted 11/26/10 by Justin Arnold