Digi Digits
Date of origin: March, 2015

I. Purpose
   A. The purpose of the Digi Digits club is to design, produce, and improve upon prosthetic devices for children.

II. Membership
   A. At all times, the majority (50%+1) of all active members shall be full-time, officially registered undergraduate students at University Park.

   B. The membership shall be divided into active and associate members.
      1. Only currently registered undergraduate and graduate students are eligible for active membership.
      2. All others interested in furthering the purpose of Digi Digits, including but not limited to, alumni, faculty, staff, and community members, shall be associate members.
      3. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.

   C. At all times there shall be at least 10 active student members for undergraduate or graduate organizations.

   D. The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of current executive board - quorum is 75% of executive board.

   E. In the case of violations of constitutional policies and/or a conflict between members within the organization the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation procedure
      1. The mediator shall:
         i. Arrange for a mediation meeting outside of the regular organization business meeting
         ii. Explain their role as the impartial party and the objectives of the mediation
         iii. Set ground rules
         iv. Allow each party to express their views by allowing the conversation to go where the parties wish it to go
         v. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)
         vi. As a third party, do not suggest resolutions but rather leave the responsibility for the resolution with the parties involved
         vii. Facilitate goal setting to reach a win-win resolution

   F. New Membership and Recruitment
      a. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
         i. Constitution
         ii. Schedule of New Member Events and Activities
         iii. A list of responsibilities of members
         iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (This documents will be available upon request by the Office of Student Activities).
      b. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
      c. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
III. Officers

A. Undergraduate candidates must be full-time, officially registered active student members to be selected as officers at the time of the appointment or election. Graduate students may be full- or part-time, officially registered and involved associate members of the club in order to be considered for an advisor position. The current executive board will officiate any changes to the club advisor if needed and appropriate. Officers may change from full-time to part-time, or vice versa, after becoming an officer. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.

B. Offices
   1. The President is the spokesperson for the organization. The President presides at all meetings and oversees any and all projects and activities the club undergoes.
   2. The Vice-President shall serve as President when the President is unable to do so and serves as a balance to the President.
   3. The Treasurer shall be charged with handling all organizational finances.
   4. Secretary: Shall be responsible for taking notes at meetings, sending general emails to the club, documenting all activities the club undergoes.
   5. The Research and Design Lead will oversee all research regarding future club projects. The Research and Design Lead will work closely with the Production Lead when making improvements to prosthetics.
   6. The Production Lead will oversee the adjusting, printing and assembly of prosthetics.
   7. The Fundraising Chair is charged with collecting funds from outside companies and organizations to financially support the club’s ability to buy material needed to make prosthetic devices.
   8. The E-Nable and Family Correspondent is responsible for contact with our partner organization, E-Nable, regarding matching the club with children in need of a prosthetic and keeping contact with the families the club works with.
   9. The Web Coordinator is in charge of up keeping the club’s website and social media pages.

C. Filling unexpired vacancies:
   1. Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.
   2. If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.
   3. When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.

IV. Meeting

A. The Penn State Sample Organization will meet weekly.

B. Adequate advance notice must be given to all active members.

C. The President with the consent of the Vice President may change meeting frequency.

D. Members shall be notified of all meetings by e-mail.

E. The President may call special meetings should he/she see fit.

V. Voting

A. Only active members may vote.

B. Quorum for all voting shall be thirty-three percent (33%) of the active membership.

C. A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.

VI. Finances

A. All organizational funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
B. This organization will not have an off-campus account(s).

C. This organization shall not collect dues.

D. The Officers of the Sample Organization may spend up to $200 of the organization’s funds without the approval of the general membership.

VII. Elections

A. Nominations and elections shall take place in the first or second week of April of the spring semester.

B. This meeting shall be publicized in the meetings preceding it via email and verbally at meetings.

C. Elections codes:
   1. Any member may nominate an active member for any office by raising his/her hand at the appropriate time and being recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidate of their choice. Each active member shall have one vote per office.
   2. If 50%+1 cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again.
   3. In the event of a tie, the current mediator of elections (usually the President in cases except when the President is running for a position) will decide in the case of a tie.

D. All officers serve for a term of one year, beginning in the fall semester following the election and holding office for that fall and following spring semester. A transitional period of between the election and the remainder of the spring semester will be in effect to orient new officers to Club and University policies.

E. No one involved in conducting the elections may be an official candidate.

VIII. Amendments to the Constitution

A. Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Office of Student Activities approval.

B. Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.

C. All amendments are subject to the approval of the Office of Student Activities.

IX. Parliamentary Authority

A. Robert’s Rules of Order, Newly Revised, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

X. Accessibility of this Constitution

A. Copies of this constitution shall be made available to anyone upon request.

XI. Advisor

A. This organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.

B. The current executive board will choose an advisor through a majority vote.