Constitution
Constitution of The Eberly College of Science Student Council

Date of Origin: September 2012
Amended: June 2015

I. Purpose

A. The stated purpose of the Eberly College of Science Student Council (ECoSSC) is to:

   i. Represent the undergraduate students in the Eberly College of Science (ECoS) to the Pennsylvania State University, its administration, faculty, and staff, and the University Park Undergraduate Association (“UPUA”).

   ii. Provide an atmosphere that promotes communication and interaction between the ECoS’s students and organizations.

   iii. Provide aid and support to the undergraduate students of ECoS.

   iv. Improve and promote student-faculty interaction.

   v. Promote the sciences and ECoS as a whole.

   vi. To provide funding to the ECoS clubs.

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.

   i. Only currently registered students are eligible for Active Membership.

      a. Active Membership is defined by a Point System. Points may be obtained through meeting attendance, activity and social participation and recruitment of new members. The distribution of points required for Active Membership shall be stated at the first meeting of both Spring and Fall semesters.

      ii. All others interested in furthering the purpose of The Pennsylvania State University Eberly College of Science Student Council, including but not limited to, faculty, staff, and community members, shall be Associate Members. Only Active Members may hold office, vote, preside, officiate, or solicit funds on behalf of the Council.

C. ECoSSC reserves the right to expel a member who is not following the policies of the Council with a super majority vote of attending members - quorum is 75% of active members.

D. In the case of violations of constitutional policies and/or a conflict between members within the Council, 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.
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i. The mediator shall:

a. Arrange for a mediation meeting outside of the regular Council business meeting
b. Explain their role as the impartial party and the objectives of the mediation
c. Set ground rules so that the mediation may be conducted in a civil manner
d. Allow each party to express their views by allowing the conversation to go where the parties wish it to go
e. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)
f. As a third party, do not suggest resolutions but rather leave the responsibility for the resolution with the parties involved
g. Facilitate goal setting to reach a win-win resolution

E. New Membership and Recruitment

i. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

a. Schedule of New Member Events and Activities
b. The responsibilities that members have to the ECoSSC as well as ECoS in general.
c. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations which is available upon request by the Office of Student Activities.

ii. 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.

F. 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. Officials, Advisors and Committees

A. Only full-time, officially registered students will be eligible to serve as elected or appointed Officers. As stated in §II.a.ii., only active or representative members may run for office.
B. The “executive board” consists of the positions listed in §§II.b.ii.1 thru II.b.ii.5. To pass an executive issue, a 50%+1 vote in the affirmative must be made.

i. President— The President presides over all of the ECoSSC’s General Meetings and Executive Board Meetings. He/She has the power to create and disband Committees and appoint positions with Executive vote, and, as such, is an Associate Member of all Committees within ECoSSC. Additionally they will represent the Council in an official capacity, such as for Alumni Relations, Executive functions, and other events as needed.

ii. Vice President—assists the President in the fulfillment of their duties. The Vice President will replace the President if the President is rendered incapable of performing his/her duties due to any illness, personal matter, or expulsion. The Vice President will assume the position of the Presidency and put the Vice President position up for a vote. If the Vice President does not feel that he/she is fit for presidency, an emergency vote will be conducted at the next General Meeting. The Vice President shall also perform as a sergeant-at-arms, calling order to and keeping peace at meetings. The Vice President is responsible for external relations and networking maintained with ECoS Organizations, Alumni and Corporate Sponsors.

iii. Treasurer—the Treasurer will be financially responsible for the club by keeping all financial records, fundraising, and budgeting. If necessary, they will prepare financial reports for Council meetings. Additionally, all financial records will be made available as needed to other entities through the Treasurer. All requests for funding should be submitted to the Treasurer for presentation to the President who will then confer on the practicality of the funding.

iv. Secretary—the Secretary is responsible for recordkeeping by taking attendance, keeping meeting minutes, and generating correspondence between the Council and other entities. Additionally, he/she is responsible for keeping the email server (ListServ) and overseeing the Webmaster’s performance. The Webmaster is in charge of maintaining the Council’s Website and Eberly Organizations ANGEL group. In the case of no appointed Webmaster, the Secretary will function as Webmaster. If the Secretary is not running for election to any position, they will officiate the election.

v. Academic Affairs Chair—the Academic Affairs Chair (AAC) shall preside over the Academic Affairs Committee. The AAC will undertake the duties provided by Science U for Exploration U, STEM Day activities, and any other academically related activities in which the Council participates. The AAC is responsible for the organization and implementation of all academic affair events.

vi. THON Chair – The THON Chair will present all THON related material such as THON rules and regulations, upcoming events, family relations
and financial reports. The THON Chair is responsible for coordinating canning weekends, THON weekend events and all other events in which the Council participates. The THON Chair may appoint acting THON Chair in his/her absence and/or during THON weekend activities.

vii. Programming Chair – The Programming Chair is the overseer of all Special Events planning and coordinating. The Programming Chair will assist the Vice President in maintaining relations with ECoS Organizations, Alumni and Corporate Sponsors. The Programming Chair also assists in Committee work as needed.

viii. Public Relations Chair – The Public Relations Chair is responsible for the designing of all Council merchandise and apparel for sale, coordinating the sales, advertising all Council events, projects and cosponsored events and projects and implementing Council fundraisers. The Public Relations Chair also presides over the T-Shirt Committee Chair and any other Committee Chair positions appointed for assistance in marketing, advertising and fundraising.

ix. UPUA Representative – A UPUA Representative will be elected from the active membership every year.

x. UPUA Delegate – A UPUA Delegate will be elected from the active membership every year.

xi. Advisor(s) – The Council must retain an Advisor at all times. The Advisor(s) must be from within ECoS. This individual must be a full-time faculty or staff member of The Pennsylvania State University, University Park Campus and will be chosen by the Council. The Advisor will be chosen by majority (50%+1) vote. This Advisor will remain “in-office” until either the Council or the Advisor deems the relationship no longer beneficial to both groups.

xii. Committees – Committees will be created as needed as agreed upon by the Executive Board. The creation of the Committee will be appointed by majority (50%+1) vote. The Committee will exist until the duties of the Committee have been completed.

xiii. Committee Chairs – Committee Chairs will oversee the duties of the specified Committee, stated at the time of creation of the Committee.

C. Elections for all positions specified in V. Elections.

D. Other positions may be created and disbanded by the President at will, as stated in §II.b.ii.1. These positions will be given duties as assigned by the Executive Board, and they will be filled by vote and appointment.
IV. Meetings

A. There will be a minimum of four (4) General Meetings in the course of a semester.
B. The Executive Board will determine the schedule of meetings at the start of a semester.
C. Members shall be notified of all meetings by e-mail.
D. The President may call special meetings as needed outside the normal schedule. The Secretary must send an email to the General Member as notification of such meeting.
E. Executive Meetings will be held weekly, as discussed at the beginning of the semester or on an as-needed basis. These meetings will be open to the public, but not count as meetings toward active membership.
F. Committee Meetings will be held as needed and schedule when a Committee has been created.
G. Advisor(s) Meetings must be scheduled at the start of the semester. The Executive Board is responsible for attending such meetings and providing an overview of accomplishments, finances, upcoming events and any other pertinent issues.

V. Elections

A. Votes pass with a 50%+1 affirmative. Only Active Members may vote.
B. Quorum is one-third of the Active Membership.
C. Elections are held on a yearly basis, with other elections as needed.
   i. Nominations will be taken at the meeting preceding the election. Nominations are to be submitted to the Secretary for both recordkeeping and working the election.
   ii. No person running for a given Office may officiate the election for said Office.
   iii. Persons desiring to run for Office may run for a maximum of two Offices. If a person wins the first of two positions up for vote, they are removed from the ballot for the second position, unless this position is a Committee Chair.
D. These positions are effective starting at the next General Meeting.
E. If any position becomes vacant, a special election must be called within two weeks of the vacancy and the Officer’s position will be effective immediately.
VI. Finance

A. No dues may be collected by ECoSSC for membership.
B. All financial business will be completed by the treasurer with funds stored in the Associated Student Activity account.
C. There must be no off-campus accounts for the council’s funds.

VII. Eberly College of Science Student Council Funding Document

A. The document provides Frequently Asked Questions, Expectations and Guidelines for Organizations within ECoS to request funding from the Council.
   i. An Organization requesting funding must be a recognized Student Organization by the Pennsylvania State University, have a current Associated Student Account and a President and Treasurer to be eligible for funding.
   ii. The start date for funding for both Fall and Spring semesters will be explicitly announced on the Eberly Organizations ANGEL group and the ECoSSC Website.
   iii. The maximum in which one Organization may request will be stated when the start date is announced.
   iv. All other regulations and guidelines stated within this document for funding must be adhered.

B. The document must be made readily available by paper copy upon request, on the Eberly Organizations ANGEL group and the ECoSSC Website.

C. The document will be updated as needed by consensus of the Treasurer and President.

VIII. Eberly Organizations ANGEL Group

A. The purpose of the group is to maintain correspondence with Eberly Student Organizations. The group contains a calendar and a forum for posting upcoming events available for all enrolled Eberly Organizations’ Presidents.
B. The group is to be maintained by the Webmaster, or Secretary in the absence of a Webmaster.
IX. Sponsorship or Co-Sponsorship of an Event

A. For the council to sponsor or co-sponsor an event, a majority of the Executive Board must agree to the sponsorship. For the sponsorship or creation of an event by the Council, a vote must be held by the Executive Board and be passed by a 50% +1 affirmative vote.
B. The Council’s Advisor(s) must be notified of such sponsorship.
C. The Co-Sponsorship of an Event Guidelines and Expectations shall be outlined in the Eberly College of Science Student Council Funding Document

X. Amendments to the Constitution

Any Active or Associate Member may submit an Amendment to the Constitution to the Executive Board. This Amendment must be approved by a majority (50%+1) of the Executive Board before being brought to a General Meeting. An Amendment passes with the majority (50%+1) of both the General Members and the Executive Board agreeing to pass the Amendment. Upon passage, the Amendment is effective immediately, unless otherwise denoted in the text of the Amendment, and the content of the Amendment is subject to approval by the Office of Student Activities. The Constitution must therefore be updated immediately to reflect the passage of the Amendment.

XI. Parliamentary Authority

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

XII. Accessibility of this Constitution

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