

# THE PENN STATE 3-D PRINTING CLUB

Date of origin: January 14, 2013

## I. Purpose

- A. The purpose of the Penn State 3-D Printing Club is to provide students with the means and opportunity to construct and work with open source 3-D printers and projects associated with 3-D printers.

## 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, dues paying active, associate, and dues paying associate members.
  1. Only currently registered students may be active members.
  2. All others, including alumni members, interested in helping to further the purpose of the club will be associate members.
  3. Only active members may be eligible to vote, preside, or officiate on behalf of the organization.
  4. Only active dues paying members may be eligible to hold office.
- C. At all times there must be at least 10 active student members.
- D. Membership Details
  1. Meeting room refers to the room where club meetings are held, as well as all club owned material.
  2. Any club members while in the meeting room must abide by club policies.
  3. Members may only let other members or approved persons, as described by University Policy, into the meeting room.
  4. Members must be fully print-trained either by the club or the 3-D Printing class before being allowed to use any 3-D printers.
  5. All club related material produced or purchased by club members is by default the property of the club unless otherwise stated by the President or Vice President.
- E. Dues paying membership benefits shall include, but is not limited to:
  1. Discounts on food purchased by the club for special events or meetings
  2. The right to keep workshop items for free or discounted prices
  3. The right to print personal items at the discretion of the officers

F. In the case of violations of constitutional polices and/or conflict between members of the organization the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if necessary), 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. Facilitate goal setting to reach a win-win situation
- vii. In the case where the parties involved cannot reach a mutually agreeable state, the mediator shall determine the solution

G. Member Removal

1. The club reserves the right to expel any member who is not following the policies of the organization with a majority vote of the club's Governing Council.
2. The club reserves the right to revoke all membership privileges and access to club related items and activities, and seize all club property held by the member being expelled.

H. New Membership and Recruitment

1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
  - i. Club Constitution
  - ii. Schedule of club events and activities
  - iii. A list of membership responsibilities
  - iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (This document will be available upon request by the Office of Student Activities)
2. All members 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.
3. 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. Only full-time, officially registered, active, dues paying, student members shall be eligible to serve as appointed or elected officers.
- B. This organization shall consist of two levels of officers; Primary Officers which form the Governing Council, and Secondary Officers. There shall be five primary officer positions which make up the governing council. Further details pertaining to specific duties of the officers shall be maintained in the club's online drive and distributed to the officers.

#### 1. Governing Council (Primary Officers)

- i. The President is the spokesperson for the organization and is the highest level of authority of the organization as detailed by this constitution. The President must preside at all officer meetings and all general meetings possible. It is the responsibility of the President to handle official items of business relating to the club and the University.
- ii. The Vice President serves as the "right-hand-man" of the President. The Vice President also acts as a balance to the President's power. The Vice President shall serve as President when the President is unable to do so, which includes, but is not limited to, the absence of the President from general meetings. The Vice President is primarily responsible for club and member activities, and the planning and overseeing of those activities in coordination with the other officers.
- iii. The Secretary shall serve as the keeper for all documentation related to the club's activities. The secretary shall also record all officer meeting minutes, handle general emails for the club, and document/photograph any club events.
- iv. The Treasurer shall be charged with the handling of all organizational funds. These may include but are not limited to, member dues, club sales and purchases, and club financial accounts.
- v. The Web Master shall be responsible for the entirety of the club's online presence. This may include the club's email account, Facebook group, club website etc. The Web Master is also responsible for any web editors that are tasked with editing or up-keeping the club website.

#### 2. Secondary Officers

- i. The Secondary Officers shall consist of a group of Liaisons, Ambassadors, and Coordinators with purposes specified at the creation of their respective station.

- ii. Secondary Officers will primarily be used as additional public relations and connections to other organizations involved in activities similar to that of the club, as well as additional supervision of activities within the club itself.
  - iii. The decision to create a Secondary Officer shall be determined by majority vote of the Governing Council.
  - iv. Any Secondary Officer position may be abolished at the end of its usefulness by a majority vote of the Governing Council.
- C. All Primary Officer positions must be filled at all times. If necessary the Secretary and Web Master positions may be held by the same person. Secondary Officer positions are not required to be filled.
- D. Filling unexpired vacancies:
  - 1. If the vacancy occurs at a time other than primary election time, then the open position may be filled by an experienced officer if possible by majority vote of the Governing Council. If the vacancy cannot be filled, then the open spot shall be filled as follows below.
  - 2. Nominations shall be taken at the meeting following the vacancy and may be made by any member of the club.
  - 3. The standard election procedure described in this constitution shall then be used to fill the unexpired vacancy.

#### **IV. Meetings**

- A. The 3-D Printing Club will meet at least once per week during the academic year except on special occasions or as otherwise noted by the President.
- B. Adequate advance notice must be given to all active members.
- C. The Governing Council may change meeting frequency by majority vote.
- D. Any members of the Governing Council, with the approval of the President, may call for a special meeting.
- E. Members shall be notified of all standard meetings by email.
- F. Officer meetings will be held every week prior to the standard meeting unless otherwise specified by the President. Members of the Governing Council may be given an excused absence from an officer meeting at the discretion of the President along with email notification of the absence.

## V. **Voting**

- A. Only active members may vote.
- B. All active members are eligible to vote except in the specially noted cases where a smaller group is required, such as, but not limited to, the removal of club members where only the Governing Council may vote.
- C. Quorum for all voting shall be one third (33%) of the active members. For votes that do not involve elections this amount may be changed by a unanimous vote of the Governing Council. In the case of votes held by the Governing Council all members of said group must be included.
- D. Unless otherwise specified, votes will be done by a simple majority (50%+1). This majority shall be derived from the active members present.
- E. If the club is meeting officially with different groups on different days and member voting is required, then the voting shall either take place on both days and the results added together, or on one day where all members are informed and invited to attend.

## 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. All purchases made by the club must be approved jointly by the President (or Vice President) and the Treasurer.
- D. Dues that are not excessive may be collected semi-annually if deemed necessary.
- E. The decision to collect dues must be made by unanimous vote of the Governing Council.
- F. The amount of dues shall be determined jointly by the Treasurer and President.

## VII. **Elections**

- A. Officer positions are held for a duration of one year.
- B. Elections shall occur at the end of the academic year, i.e. at the end of the spring semester.
- C. Nominations and elections for officer positions shall take place at the last general meeting of the year. This meeting shall be publicized in the meetings preceding it.
- D. Any member may nominate any dues paying active member for an officer position, including themselves.

- E. Members may not vote on positions for which they are nominated.
- F. In the following section, “current” refers to the officers that are holding a position prior to the election. “New” refers to the officers that will hold a position after the election process.
- G. Standard Election Procedures
  - 1. The President shall be elected first.
    - i. Should more than one member be nominated, all the collected members shall determine the new President by highest vote-count.
    - ii. In the event that there is a tie, the current Governing Council shall appoint the new President via majority vote.
  - 2. The Vice President shall be elected second.
    - i. Should more than one member be nominated, all the collected members shall determine the new Vice President by highest vote-count.
    - ii. In the event that there is a tie, the current Governing Council shall appoint the new Vice President via majority vote.
  - 3. The Secretary, Treasurer, and Web Master shall be elected following the President and Vice President.
    - i. Should more than one member be nominated, all the collected members shall determine the new Secretary/Treasurer/Web Master by highest vote-count.
    - ii. In the event that there is a tie, the current Governing Council shall appoint these positions via majority vote.
  - 4. Secondary Officers may be appointed at any time of the semester.
    - i. Secondary Officers shall be appointed by majority vote of the Governing Council when the position is deemed necessary.

## VIII. **Amendments to the Constitution**

- A. Amendments to this constitution may be introduced at any meeting.
- B. Any active member may propose an amendment.
- C. All amendments must be approved by a majority vote of the club.
- D. All amendments are subject to approval by the Office of Student Activities.
- E. Amendments will take effect immediately following approval by the Office of Student Activities.

**IX. Parliamentary Authority**

- A. *Robert's Rule 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.
- B. The advisor must be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.
- C. The advisor will be chosen by majority vote subject to standard election procedures.