## World Campus Technology Club

2.21.2019

1. **Name and Branding**

The “World Campus Technology Cub”

The Official World Campus Technology Club logo must be used on all marketing materials, digital communications, and social media. The appropriate logo resolution must be used for all applications (e.g. web logo at 72 dpi, print logo at 300 dpi, vector logos should be used for all large format applications). The logos will be made available to the club for use. All marketing materials should follow the club’s branding and "voice”. Template items such as newsletters, letterhead, business cards, etc., must be maintained and available for club use.

1. **Affiliations**
World Campus of Penn State University
2. **Purpose**

The purpose of the World Campus Technology Club is to provide an environment that fosters discussion, education, and awareness in Information Science Technology, Risk Analysis, and related technologies. To deepen our knowledge within the field through collaboration with industry leaders, faculty, and Career Services. To honor and elevate the reputation of Penn State University, Penn State University College of IST, students and faculty of Penn State World Campus, and their respective professions and research.

* 1. Create and participate in collegiate events and competitions related to the IST and Cyber Security field.
	2. Network with other collegiate IST and cyber security clubs throughout the United States and the World.
	3. Share knowledge and research with others affected by rapid deployment and implementation of technology.
1. **Membership**

*The membership shall be divided into active and associate members.*
**Only currently registered students are eligible for active membership. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.**
 *All others interested in furthering the purpose of the World Campus Technology Club, including but not limited to, faculty, staff, and community members, shall be associate members.*

* 1. The Undergraduate organization shall have at least 10 active student members at all times
	2. The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members — quorum is 75% of active members.
	3. **World Campus Technology Club and all of its affiliates does not discriminate on the basis of race, color, sex, gender identity, gender expression, age, religion, national origin, sexual orientation, source of income, personal appearance, matriculation, political affiliation, marital status, familial status, family responsibilities, mental or physical disability, status as a veteran, or any other legally protected characteristic.**
		1. *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 adviser (if applicable), will facilitate an informal mediation procedure.*

*The mediator shall:*

* + - 1. *Arrange for a mediation meeting outside of the regular organization business meeting*
			 *Explain their role as the impartial party and the objectives of the mediation*
			2. *Set ground rules*
			3. *Allow each party to express their views by allowing the conversation to go where the parties wish it to go*
			4. *Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)*
			5. *As a third party, do not suggestion resolutions but rather leave the responsibility for the resolution with the parties involved*
			6. *Facilitate goal setting to reach a win-win resolution*
1. **New Membership and Recruitment**

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

* 1. New Membership Manual (if applicable)
	2. 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.
1. **Officers**

Undergraduate candidates must be officially registered active student members to be selected as officers at the time of the appointment or election*.*

1. **Offices**
	1. ***The President*** *is the spokesperson for the organization. The President initiates, organizes, and presides at all meetings.*
	2. ***The Vice President*** *shall serve as President when the President is unable to do so.*
	3. ***The Treasurer*** *shall be charged with handling all organizational finances.*
	4. ***The Secretary*** *shall document/maintain historical log of meeting minutes. Assists in creating meeting agendas.*
	5. ***The Web Coordinator*** *shall maintain the club website, social media, and related correspondence*
	6. ***The Event Chair*** *shall organize, schedule, and coordinate club events*
		1. 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 submitting a name to the meeting host.*
2. **Meetings**
	1. *The World Campus Technology Club will meet at least two times per month*.
	2. **Adequate advance notice must be given to all active members.**
	3. *The President with the consent of the Vice President may change meeting frequency.*
	4. *Members shall be notified of all meetings by the website, Teams board and/or social media.*
	5. *The President may call special meetings should he/she see fit.*
3. **Voting**
	1. **Only active members may vote.**
	2. *Quorum for all voting shall be thirty-three percent (33%) of the active membership*.
	3. *A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.*
4. **Finances**
	1. **All organizational funds are to be deposited and handled exclusively through the World Campus Office of Student Affairs.**
	2. **This organization will not have an off-campus account(s).**
	3. *This organization shall not collect dues.*
5. **Elections**
	1. *New officers will be elected before the start of the officer’s last semester or a month before their decided last day*
	2. New officers will be elected by all current officers in a majority vote
	3. **No one involved in conducting the elections may be an official candidate.**
6. **Amendments to the Constitution**
	1. *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 Affairs approval.*
	2. **All amendments are subject to the approval of the Office of Student Affairs to ensure that they align with University policies and rules.**
7. **Parliamentary Authority**
	1. *A. Robert’s Rules of Order shall be used in all cases not covered by this constitution.*
8. **Accessibility of this Constitution**
	1. **Copies of this constitution shall be made available to anyone upon request.**
9. **Adviser**
	1. **This** **organization must retain an adviser at all times. The adviser will be a faculty or staff member of The Pennsylvania State University and will be chosen by the organization.**
	2. *This organization will choose an adviser through a majority vote.*
10. **Contact with Minors**
	1. **This organization will abide by University Policy AD-39.**