Stout Retail Association

Constitution

2017-2018

**Article I Name**

The name of the organization shall be Stout Retail Association, a professional student organization at the University of Wisconsin-Stout.

**Article II Organizational Objectives**

A. To advance the understanding of the varied aspects of the retail field.

B. To gain insight within retail industry creating a greater knowledge of the retail field.

C. To aid in the preparation of members for careers in the retail field.

**Article III Membership**

*Section 1*: Membership is open to all registered students in good standing at the University of Wisconsin-Stout. All student organization members must maintain at minimum, a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

*Section 2*: Stout Retail Association will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

*Section 3*: Membership dues are $20.00 per semester or $35.00 for an academic year. They are due the second Wednesday in October. If paid after the second Wednesday of October the semester dues will be raised to $25.00 per semester or $40.00 for an academic year. To obtain active member status, one must pay dues, attend at least seven meetings, complete three fundraising activities, and take part in two volunteering activities per semester, one sub-committee and participate in the mentor/mentee program. The membership fee is waived for Board members provided that SRA fundraising/volunteering requirements are met. Board members must also achieve active member status and complete the Professional Development Series.

**Article IV Executive Officers/Board Members**

Section 1: The following officers will make up the organizations Executive Board for the year 2015 - 2016.

**1. President**

* Encourage and foster positive and professional relationships between the executive board, members and retail companies
* Prepare all documentation necessary to ensure SRA is an approved organization by SSA
* Contact administrations and distribute handwritten letters to the entire incoming RMM freshman inviting them to join SRA
* Provide a planned agenda for the next SRA meeting at least one day in advance to Executive Board members
* Organize and lead all executive board and weekly member meetings and biweekly/monthly touch bases with SRA Advisor
* Ensure order is maintained among members in a positive environment so that all organizational goals can be met
* Update the SRA constitution consistently and accurately every year, and provide an updated copy to SSA (Stout Student Association) located in the Involvement Center or through OrgSync
* Provide feedback for board members at least two times throughout the academic year with a one on one review. If board members are not fulfilling required duties, work with them in setting goals and hold them accountable for their responsibilities.
* Sign up SRA for on campus events such as the Backyard Bash, Stout Nic, etc.
* Coordinate elections by uploading election forms to D2L, making rules known to all members, compose voting surveys, and collect results confidentially with SRA Advisor
* Print out and formulate folders for the first member meeting: calendar, what is SRA, membership requirements and contact list for Executive Board
* Update the calendar of events on D2L or print out calendars for members
* Award the recipient of the Dr. Murray Honor Scholarship at the annual Scholarship Ceremony
* Attend the Advisory Board Meeting for Retail Merchandising and Management
* Assign mentors appropriate mentees according to year
* Plan mentor/mentee activities
* Recruit new members by scheduling class visits with retail professors in the beginning of Fall and Spring terms
* Keep inventory of SRA locker in the Involvement Center

**2. Vice-President**

* Assist president in any duty they need support in completing
* Assume presidential responsibilities in the event that the president is absent
* Aid the president in consistently and accurately updating the SRA constitution every year
* Research, market and implement minimum of 4 creative, retail related volunteer opportunities each semester.
* Lead and support Relay for Life and all general volunteer teams

**3. Treasurer**

* Must be a Junior or Senior and a returning member to be elected into Treasurer position.
* Must have experience in Excel and must have completed Math 123.
* Maintain checkbook ledger and reconcile bank statements. Confirm and clear any extra charges that appear on bank statement.
* Keep updated on Federal Tax ID information and hold on to all financial numbers and passwords in a confidential manner.
* Act as sole collector of all dues as well as any incoming funds and make sure all accounts payable are taken care of.
* Accurately record a list of paid members and maintain this list throughout the course of the semester.
* Research past budgets to compare and analyze where money was spent and what worked. Set a new budget each year and apply to receive SSA funding from UW-Stout.
* Attend all REQUIRED treasurer meetings as scheduled by the SSA.
* Fill out all necessary paperwork and turn in receipts for SSA funded events being held by SRA.
* Report beginning and ending of week bank and cash box balances reports at every meeting including all information pertaining to how much money was spent and on what.
* Keep cash box in a safe place and counted at all times. Prepare cash box for different events and fundraisers. Fill out or double check the cash box log sheet every time the cash box is used.
* Bring cash box to every meeting and event requiring SRA funds.
* Keep file box organized and collect all receipts paid out until at least 2 years after their date.
* Document fundraising totals for each fundraiser in a separate document with Fundraising Coordinator.
* Manage the Dr. Murray Honor Scholarship fund
* Award the recipient of the Dr. Murray Honor Scholarship at the annual Scholarship Ceremony
* Reimburse SRA Exec Board members for SRA-related purchases they made with their personal funds.

**4. Retail Relations**

* Research and market all possible speakers to attend meetings for the Professional Development Series
* Confirm and correspond with all speakers prior to their presentation to the SRA about the planned date, time, and location of event
* Make clear communication on payment to Dr. Murray Honor Scholarship with employers who attend each Employer Social
* Inform both board and general members of the planned speaking event
* Introduce each speaker at meetings or any event.
* Send thank you letters as well as get and/or deliver gifts of thanks to each speaker
* Create a master list of past and future speaker’s contact information
* Oversee and organize future Alumni Banquets or other gatherings that include current and past retail graduates, faculty, and staff
* Maintain a current list of Retail Alumni contacts by coordinating with the UW-Stout Alumni Association/Foundation Office
* Maintain a close relationship with Career Services and each semester send an update about the Employer Social (what companies are coming, date/time)
* Prepare a back-up plan for each PDS event in case the speaker is unable to attend last minute

**5. Student Relations**

* Maintain and manage the SRA email account: sra@uwstout.edu
* Add new students to the SRA email list from the Backyard bash and other recruiting events
* Record executive board meeting minutes and email a copy of each week’s meeting minutes prior to the next meeting to the executive board and SRA Advisor
* Have a sign-in sheet at each meeting in order to keep track of each meeting and event members attend
* Keep record of who receives Active Member, PDS certificate, and Member of the Month in designated Excel doc with name of each member and the number of Active Members and PDS certificates awarded
* Select and award the Member of the Month certificate and gift at the designated meeting once a month
* Communicate with members by e-mail about events, meetings, speakers, and any other organizational information. Send each email by Monday, gather information from Exec Board to include in email by Sunday.
* Responsible for adding SRA paid members into D2L in a timely manner as well as updating attendance and PDS points in D2L.

**6. Fundraising Coordinator**

* Research, coordinate, and market all possible fundraising opportunities.
* Offer more than required fundraisers per semester in order to fill active membership requirements
* Establish and maintain professional relationships with fundraising partners
* Supervise, lead, inform, and inspire the Fundraising committee/teams to become more deeply involved with SRA
* Partner with the Treasurer to track and record fundraising amounts collected
* Collaborate with Event Coordinators to have a fundraiser count for members individually towards funding a trip
* Analyze the success of each fundraising activity to determine if it is worth the investment
* Continue to fundraise for the Dr. Murray Honor Scholarship

**7. Event Coordinator**

* Event coordinator is responsible for planning and marketing all of the following:
* **Trips-**
  + Research educational retail experiences such as corporate or store tours, and retail conferences (Fashion Group International)
  + Present trip planning to members of the executive board for approval of the idea
  + Trips may be day trips, overnight, or longer
  + Create social opportunities for member interaction.
  + Planning trips include: Maintain close communication with treasurer about budget, transportation, lodging accommodations (if applicable), detailed itineraries, confirm appointments/tours with retail contacts, plan/reserve any additional social activities to take place during trips, distribute and collect accident trip authorization/behavioral code of conduct members participating, ensure all members are informed of how to and do conduct themselves professionally on the trip, lead trip or assign and explain leadership position to a board member who can lead in your absence on the trip.
  + Communicate the cost of each trip to the members prior to them signing up.
  + Collect a non-refundable down payment to secure a members spot on the trip.
  + Obtain and present Federal Tax Form when reserving hotel rooms
* Order any food or beverages needed for other SRA events (Alumni Events, Employer Socials, etc.)
* Reserve blanket reservations and any on-campus rooms necessary for events and/or meetings

**8. Marketing Manager**

* Create advertisement for events, speakers, fundraisers, and volunteer events through OrgSync/Campus Life Today
* Maintain all social media websites; Facebook, Snapchat, and Instagram
* Ensure the SRA posts are professionally written
* Oversee and continuously update the SRA website: <http://stoutretailassociation.my-free.website/>
* Unify and create a PowerPoint presentation for every SRA meeting of important information to be conveyed to SRA members
* Take photos of fundraising events, meetings with guest speakers, and any other special events that can be added to the SRA Website
* Set SRA bulletin board, located on the 2nd floor of Jarvis Hall Technology Wing, before or during the first week of the academic year. Include on the bulletin board: organizational goals, how to become a member, meeting times and location, and the SRA email address for contact information
* Update Orgsync with accurate information, documents, and upcoming events and schedules
* Create and order SRA merchandise

b. **Social Events-** Social events may take place on or off campus and are for the purpose of interacting with other student organizations or providing a fun social interaction for SRA members. Social Events may include a kick-off event, socials with other student organizations, homecoming events, themed events to celebrate holidays, and end of year banquet. Planning Events include: Maintain close communication with treasurer about budget, securing a location, inviting attendees, planning activities/entertainment, food/beverage, gift bags (optional), assigning other board members or SRA members the task of set up/work during/take down of events if help is necessary.

c. **Alumni Banquet-** Alumni Banquet is hosted to stay connected with and appreciate our retail alumni.

- Planning the Alumni Banquet includes: Securing a location (SSA funded if on campus only), planning menu, decorations, putting together gift bags, reserving accommodations for speakers, running event and delegating tasks of set-up/working during/and take down to board members and SRA members.

**Amendment I Executive Officers/Board Members Agreement**

Upon being elected each board member must:

1. Meet with Primary Advisor to discuss plans for the following fall semester.

2. Uphold a professional image as a representation of the organization in all written and verbal communication.

3. Encourage and help other board members whenever needed during term.

4. Form committees to allow members to become more involved within the organization.

5. Prepare and train incoming board members by providing the necessary tools for success.

6. Be absent for no more than one meeting per semester.

7. In the event of an absence, have minutes prepared and another board member briefed to speak to your position during board and member meeting.

8. Work as a board to recruit new members at the beginning of both fall and spring semesters

9. Consistently utilize and incorporate proper images standards that represent the SRA organization that are non bias and welcome students from all majors, backgrounds, and cultures

10. Complete Active Member and PDS requirements per semester/year.

Section 2: Advisor Dr. Kathleen Cochran

Secondary Dr. George Duychak

**Article V Elections**

Elections for executive board positions will take place during the third quarter and will be advertised at least one week prior to the Election Day. All positions will be open during elections and re-elections will not be ensured. All voting members along with the guidance of the current executive board will decide the election outcome. All applications will be taken into consideration and no prejudice will influence the outcome. **All applicants will complete an application the week prior to their two-minute presentation on Election Day** to be posted on D2L by the President during the online election process for voting members to reference.

During presentations all applicants running for the same position will wait outside while others present. The election process will consist of a voting process that will be administered on the D2L website by the President and Advisor confidentially. The voting process will be open for members to vote within 48 hours after the candidates presentations to SRA members. All members, Executive Board, and President are able to vote during the election process under the supervision of the Advisor. Everyone will only be able to submit one election ballot for President and Vice President Elections as well as for the Executive Board. Executive Board will not have access as an Instructor during the entire election process and the President will be removed during their voting process.

Those running for President and Vice President do not have to or can run for both positions and are voted upon separately. This is considered one entity and they can still run for the Supporting Executive Board if they do not receive the President or Vice President Position. However, this must be stated within the week before the President and Vice President Elections.

Those running for a position on the Supporting Executive Board will have a choice of running for two different positions; stating which their preferred position is and which is their second; this is considered the second entity. In addition, each position must have at least two candidates running. If not it must be announced to all members and they will be given another opportunity to change their candidacy to the open position only. A write in option will also be utilized **if less than two candidates run for a position.**

The only requirement is that anyone running for the SRA President position must be on the SRA executive board for at least one year prior. The President, Vice President, and Retail Relations Representative must be Retail Merchandising Management Majors. Lastly, the Treasurer must be a returning Junior or Senior member to be elected.

**Amendment I Presidential Elections**

In the event that there are no candidates with sufficient past Executive Board experience, the candidate can be from the greater membership. The candidate must have been an active member of SRA for at least one year, hold a junior status in the Retail Merchandising and Management Major and be willing to commit to a full academic year representing SRA in the utmost professional manner.

**Amendment II Mid-Term Elections**

In the event that a member studies abroad during the academic year, there may be mid-term elections in the fall or spring to fill the empty position. Any member who runs for mid-term elections must have been a member for at least one academic year. The election process is the same for a mid-term election.

**Amendment III Board Vacancy**

In the event that an Executive Board member needs to withdraw from the board during their term, the existing board members must recommend members to the position and vote on appointing a new board member. The member to take the vacated position must be an active SRA member for at least one year, be of strong standing student and be willing to commit to the remaining academic year. Candidate cannot be a graduating Senior and the candidate must represent SRA in the utmost professional manner.

**Amendment IV Removal of Officers**

If a board member is not fulfilling their duties and is not an active member for every semester they are on the board they will be removed from the executive board. The board member will be asked to leave by the SRA advisor. Reelections will occur as immediately. An active SRA member will be given the chance to run to fill the position. If the President is vacant, the Vice President will fill the position.

**Article X Advisor**

*Section 1*: The advisor of the Stout Retail Association must be a faculty or staff member of the University of Wisconsin - Stout.

*Section 2*: The SRA advisor should be involved with the organization by attending meetings, fundraisers and volunteer opportunities when they are available.

*Section 3*: The advisor will be selected by the executive board members only if the current advisor decides not to advise the Stout Retail Association.

**Article VII Meetings and Membership**

*Section 1*: A regularly scheduled general meeting shall be held at least once a week. These meetings will take place on Wednesday evenings between the hours of 7:00 pm and 8:30 pm, which may range based on the planned event or the guest speaker. All executive board meetings will take place immediately before the general meetings at 5:30 pm. Fall semester requires a room occupancy of 100, and spring semester can be moved to a smaller room.

*Section 2*: A quorum shall consist of 50% of the regular members.

*Section 3*: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers.

**Amendment VI Executive Officers/Board Members Agreement**

*Section* 1: All amendments to this constitution require notice of 5 days to being discussed and voted upon. Each executive board member must commit to a full academic year on the executive board, with the exception of extenuating circumstances.

*Section 2*: All amendments require majority vote from executive board members.

**Article VII Finance**

The Treasurer and Event Coordinator will be the only two members having access to the organizations checking account. All purchases made for or by the organization must be authorized and will be done with prior approval by treasurer and president. Any purchases made by any Executive Board Member will be reimbursed if a receipt is presented within four weeks of the purchase; excluding summer and winter break purchases. Membership dues, donations, fundraising, grants or funding received from the University of Wisconsin-Stout or the State of Wisconsin will fund our organization. In the case of a check resulting in insufficient funds, the member in charge of that check will be charged for the fee.

**Article VIII Amendments**

Whenever it is deemed necessary, an amendment to the constitution may be proposed by a paid member, Executive Board Member, or by the Advisor. The Executive Board shall first consider the amendment and make recommendations to the paid members, who are the voting members. The amendment shall be placed on the agenda for discussion at the following meeting for a vote. Approval of the amendment shall require a two-thirds majority vote of attending voting members during the academic year. The Advisor will solely approve adjustments at the end of the academic year.

**Article IX Dr. Nancy Murray Honor Scholarship**

Dr. Nancy Murray has had a tremendous impact on the UW-Stout Retail Merchandising and Management program. To show their appreciation for Dr. Murray’s commitment to the program, students and industry; the Stout Retail Association has established a scholarship in Dr. Murray’s honor. This scholarship will help a deserving student in the Retail Merchandising and Management program pursue their dreams of a career in the retail industry. The scholarship will be awarded to an active member of the Stout Retail Association with a 3.0 GPA. The SRA advisor will review applications to decide the receiving SRA member.