**The Constitution of Packaging Association of UW-Stout**

**ARTICLE I: NAME**

The name of this organization shall be the Packaging Association of Stout

**ARTICLE II: PURPOSE**

The purpose of this organization shall be to provide the networking and educational opportunities that help students in becoming packaging professionals.

**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.

**Section 2:** Packaging Association of Stout 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 governing document of organization or pursuant to an exception recognized by University, local, state or federal laws/ ordinances.

**Section 3:** Any University of Wisconsin-Stout student that fulfills the paid dues may be a member. The member must be in good standing by paying these fees on the assigned deadline. Any member meeting the criteria will be able to vote on issues or in elections. The dues for this organization will be $40.00 a semester or $60.00 for two semesters. Membership due deadlines will be one month (four weeks) after the first meeting of each semester.

**Section 4:** Active Membership

 An active member of the Packaging Association of Stout must meet the following requirements:

1) Attend a total of 7 meetings a semester

2) Participate in 10 hours of volunteer work within the organization (scheduled volunteer outings, events, fundraisers) a semester. Any meetings in addition to the required amount counts as one hour of service.

Only active members will be included in the final membership list given to employers at the career conferences. Students on co-ops or internships will be the only exception and will gain their active membership back once they return.

**Section 5:** Each individual member represents the University of Wisconsin - Stout, the Packaging Program, and this association. That being said any negative affiliation with alcohol, drugs, or inappropriate behavior will result in immediate termination of membership. Any issue will result in an executive board meeting with active members to vote on if the member is still eligible for membership. In emergency situations a board meeting may be called.

**ARTICLE IV: OFFICERS**

**Section 1.  Officers of the organization shall be as follows:**

* President
* Vice President
* Treasurer
* Secretary
* Fundraising/ Event Planner
* Membership/ Publicity Chair
* Technology Chair

**Section 2. Duties of Officers**

President

Position Overview

Oversees and manages entire organization, including all executive board positions, committees and subcommittees.

Responsibilities

Manage all members in organization and associated meetings

1) General members

(a) Respond to student concerns and questions

(b) Initiate planning on major chapter programming, including, but not limited to: PackExpo, Student Jamboree, etc.

(c) Meetings

(i) Organize meeting times, dates and locations

(ii) Assist Vice President in recruiting companies and speakers

(iii) Greet/interact with speaker prior to meeting and/or event

(iv) Oversee cleanup post-meeting

(v) Oversee elections process (fourth to last week of each semester)

2) Executive board

(a) Ensure board members are completing responsibilities outlined in position description

(b) Oversee committees and attend committee meetings as needed

(c) Meetings

(i) Create agenda and remind board prior

(ii) Ensure action items completed by owners within agreed-upon timeframe

Develop, renew and continually pursue new relationships with external organizations and partners

1) University of Wisconsin-Stout

a) Ensure organization status is current and active

2) Industry organizations, including, but not limited to: national and regional chapters of IoPP, ISTA, TAPPI, etc.

Vice President

Position Overview

Creates schedule and is main contact between the organization and meeting guest speakers.

Responsibilities

Schedule guest speaker presentations

1) Request support/sponsor in covering food and beverages

2) Greet/interact with speaker prior to meeting and/or event

3) Notify speaker in a timely fashion prior to meeting or event to remind of engagement, time and location

4) Provide information relevant to length of presentation and topics requested to be covered

5) Introduce speaker before presentation, giving bio and background

6) Provide Technology Chair and President information with regards to date of presentation, specific topics to be covered and brief bio and description of speaker (at least 4 days before speaker is to arrive)

7) Schedule speakers absolute minimum of 2 weeks (14 days) in advance – ideal scheduling is at least 2 to 3 months in advance

a) If elected between semesters, then work on organizing speakers should begin in December prior to taking of office in January

b) Elected officer for next year will begin organizing speakers for the new school year in August, before taking office in September

8) Assist President in various tasks

9) Maintaining and renewing relationships with external organizations and partners

Treasurer

Position Overview

Leverages money management experience to supervise and allocate the organization’s finances.

Responsibilities

Manage moneys

1) Keep updated and tabulated budget in spreadsheet

2) Reimburse board member of expenses

a) Reimbursement only plausible with documentation

3) Maintain checkbook

a) University account

4) Deposit checks on timely basis

5) Collaborate with board members as finances are needed for projects/events

6) Order food at all meetings

7) Collaborate with Vice President to coordinate quantity and funding

8) Continually search for deals and new catering services/foods

9) Oversee Merchandising & Sales committee

Secretary

Position Overview

Records meeting notes and correspond with the Packaging Faculty Admin to announce meetings.

Responsibilities

Complete general membership registration process every semester

1) Send thank you notes to companies giving presentations

2) Email reminders for meetings 1-2 days before scheduled meetings

3) Take minutes at executive board meetings

4) Send out minutes to all board members no later than 24 hours after meeting

Fundraising/Event Planner Chair

Position Overview

Coordinate events outside of weekly meetings in addition to various volunteer events.

Responsibilities

Coordinate fundraising events/projects

1) Actively seek new fundraising opportunities

2) Manage annual fundraising events

3) Organize social activities and community service events

4) Plan at least 4 or 5 events per semester

5) Advertise for these events

6) Coordinate with Treasurer to confirm budget allocation

Membership/Publicity Chair

Position Overview

Ensure membership is completed accurately at the beginning of each semester and attendance recorded.

Responsibilities

1) Process membership through national chapters of affiliated organizations

a) Ensure status is correct – new members/students who are no longer members

2) Ensure attendance is taken at all meetings and events

3) Communicate Active Member status to members

4) Create list of Active Members that will be distributed to employers at career fair during appropriate semester

5) In charge of writing meeting times for presentations

6) keep updated list of active members

Technology Chair

Position Overview

Responsible for updating and maintaining the organization’s website and other social media sites.

Responsibilities

1) Manage communication pathways (facebook, org website)

2) Create general meeting powerpoints and visuals

**Section 3: Election of Officers**

Only members in good standing and must be active members for at least one full year to be nominated to run. Returning officers must re-run for any officer position, even if previously held. The person receiving the most votes. The officer elected must win by at least 10 percent of total counted votes. For example, if there are 100 votes, the difference between the winner and runner up must be 10 votes. or the vote to be valid, voting must occur in a regularly scheduled, pre-announced meeting happening one month before the end of the served term. The new member will be trained in the first and second week and will be expected to run the last two meetings in the position elected. Voting will happen at a scheduled meeting with paper ballots and will be counted and posted following that meeting. The President must hold any executive board position for two semesters before running. In the event that the President must step down, the Vice President will take over and another Vice President will be appointed within the executive board. Elections to fill the open position will be held.

**Section 4:** Officers take office from the date of their election, held during the spring semester, for one year.

**ARTICLE V: REMOVAL OF OFFICERS**

**Section 1:** Officers failing to fulfill the given responsibilities and duties may be removed by the active and board members of the Organization. Any active member of the association may call for official removal.

**Section 2:** The removal of an officer requires a 2/3 vote of all active and executive board members following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote

**Section 3:** Officer in question will have the opportunity to defend their position in front of all active members and executive board members prior to vote.

**ARTICLE VI: REPLACEMENT OF OFFICERS**

**Section 1:** In case where the Presidential Office is vacant, the Vice-President will immediately fill the position.

**Section 2:** All other executive board positions to be vacant shall be filled by election of active and board members immediately.

**ARTICLE VII: ADVISOR**

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

**Section 2:** The student organization advisor serves in voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice and continuity to the members or the organization.

**Section 3:** The advisor will be selected by a vote of active and executive board members.

**ARTICLE VIII: MEETINGS**

**Section 1**: A regularly scheduled general meeting shall be held at least once a month. Officers may call additional meetings when the need arises.

**Section 2:** The quorum shall consist of 50% of regular members

**Section 3:** A quorum shall be present in order for any official business to be conducted. Official business shall include elections of officers, setting of dues and any other major decisions affecting the Organization.

**Section 4:** The rules of informal parliamentary procedure shall be followed, where applicable, at all executive board meetings and general meetings. These rules shall also be applied in the elections of officers. All members have equal voting rights in all officer elections. Items for which a vote is needed will generally be decided by secret ballot, or by show of hands when deemed appropriate. Items will be passed by simple majority of members voting except when regulations are set by the University or the College, in which case those regulations take precedence. Voting will take place at general meetings.

**ARTICLE IX: AMENDMENTS**

**Section 1:** All amendments to this constitution require a notice of two weeks to being discussed and voted upon.

**Section 2:** All amendments require a 2/3 vote of a quorum or adoption.