The Social Justice Club Constitution

**Article I: Name**

The name of this organization shall be the Social Justice Club at University of Wisconsin-Stout.

**Article II: Purpose**

The purpose of this Organization shall be to give students an opportunity to volunteer within the community, to learn more about different areas within the Criminal Justice, and Rehabilitation field. Students of the Criminal Justice and Rehabilitation and Rehabilitation Services majors will find this club immensely helpful when selecting a degree or career path they want to pursue in. We plan to have multiple volunteering events per semester, along with various site visits. As a club we would like to have a goal of different volunteer experiences per semester starting with three volunteering events per semester.

**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 a minimum, 2.0 grade-point-average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

Section 2: Social Justice Club will not discriminate against membership of any individual based upon, gender, race, 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.

**Article IV: Officers**

Section 1: Officers of the Organization shall be as follows

* President
* Vice President
* Treasurer
* Secretary
* Social Media Coordinator

Section 2: Duties of Officers

* President: The chapter president is responsible for overseeing the chapter’s operations and supervising the other chapter leaders. He or she is often the face of the chapter and represents the group to the campus and local community. The President also:
	+ Supervises the work of other officers and ensures that they function together as an effective team
	+ Provides the overall vision and sense of direction for the chapter
	+ Facilitates a goal setting exercise at the beginning of each year to guide the chapter and ensure follow through on the agreed upon action place.
	+ Represents and speaks on behalf of the chapter to campus departments and offices and to the media
	+ Facilitates relationships between the chapter and other organizations on campus and in the community
	+ Communicates as the primary contact and is responsible for ensuring that all paperwork and communications are completed on time
	+ Schedules and facilitates chapter planning meetings.
	+ Delegates tasks to officers and chapter members as needed
	+ Ensures future stability of chapter, including setting a process for leadership transition and completing any registration materials for student government or student activities
	+ Serves as a role model for other officers and chapter members
* Vice President: The Vice President oversees all internal operations of the chapter, ensuring that other chapter leaders and members have what they need to accomplish their goals. The Vice President also:
	+ Supervises chair people and the work of all committees
	+ Delegates appropriate responsibilities to committee chairs
	+ Actively keeps up to date on work of committees with committee chairs
	+ Assumes the responsibility of the president during his or her absence
* Treasurer: The Treasurer is responsible for establishing and maintaining all financial records for the chapter. He or she must work closely with many different officers to ensure that the chapter has the funds necessary to accomplish its goals. The Treasurer also:
	+ Keeps a written account of all chapter financial transactions
	+ Has the authority to deposit and withdraw funds from account
	+ Establishes an annual budget for the chapter
	+ Reports regularly to the board and members about the chapter’s financial status
	+ Submits a budget proposal to student government at the beginning of each semester, if required by the school
	+ Works closely with the President
* Secretary: The Secretary is responsible for maintaining notes and records on all activities of the chapter, including meetings, events and members. The Secretary also:
	+ Takes attendance and detailed notes at each meeting
	+ Records and distributes all pertinent information to members and officers, including meeting minutes, and information about upcoming events and opportunities.
	+ Keeps a record of members (including e-mail addresses), adds new members to the chapter
	+ Handles all organizational correspondence, which includes listserv e-mails, solicitations, and thank you notes
	+ Maintains thorough organizational files and records
	+ Reserves and books all necessary meeting rooms and event spaces
* Social Media Committee: The Social Media Committee is responsible for promoting a positive image of the chapter to campus and the local community by creating materials and cultivating media relations. The Publicity Chair also:
	+ Designs, produces and distributes all marketing materials
	+ Writes press releases, media pitches and op-eds.
	+ Contacts the school and local newspapers and various campus listservs about upcoming events and recent chapter news.
	+ Advertises events and meetings to the general public.
	+ Works on initiatives to recruit new members to the chapter.
	+ Creates an active community on social media platforms like Facebook and Twitter to engage the campus community and raise awareness about the chapter and its activities.

Section 3: Election of officers.

Elections will be held the first Wednesday of November. Anyone can apply to have an officer position with the exception that if applying for President or Vice President you must have at least one year of experience within the club. Anyone who is in the club is able to vote and will be chosen on a majority vote. Members can be elected 2 times

Section 4: Officers shall take office on date of election (first Wednesday of November) and shall serve for a period of one Officers year (November to November).

**Article V: Removal of Officers**

Section 1: Officers failing to fulfill the given responsibilities and duties may be removed by the regular members of the Organization.

Section 2: The removal of an officer requires a 2/3 vote of a quorum 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.

**Article VI: Replacement of Officers**

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

Section 2: All other executive board positions found to be vacant shall be filled by election immediately.

**Article VII: Advisor**

Section 1: The advisor of Social Justice Club 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 of the organization.

Section 3: The advisor will be selected by majority vote of the members.

**Article VIII: Meetings**

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

Section 2: A quorum shall consist of 2/3 of the regular members.

Section 3: A quorum shall be present (80%) for any official business to be conducted. Official business shall include elections of officers affecting the Organization.

**Article IX: Amendments**

Section 1: All amendments to this constitution require notice (1 month+) to being discussed and voted upon.

Section 2: All amendments require a ¾

**Article X: Finance**

Section 1: Dues: The amount of dues will be determined (when needed) and be brought forth to be voted on by the members.

Section 2: The Treasurer is responsible for all organizational monies the organization must comply with all university and SSA policies.

Section 3: The organization shall set up an account through the University of Wisconsin Stout. Note who will have access to the agency or bank account and always include the advisor as an authorized user.

Section 4: SSA Budget: All student organizations awarded a budget through the SSA must comply with all policies and procedures set forth by the Financial Affairs Committee of the SSA.

 November 1st, 2022