Addiction Education Club Constitution Of Westfield State

University

Article I Name:

Section 1: This organization shall be known as the Addiction Education Club of Westfield

State University.

Article II

Purpose:

Section 1: The Addiction Education Club is a group dedicated to raising awareness and reducing stigma related to the many forms of addiction and addiction recovery. The group seeks to provide a safe and supportive environment for members of the WSU community who have been impacted by an addiction, another's addiction and/or are in all phases of recovery. As a group we are committed to helping people gain accurate education about the many forms of addiction and resources available to help. The overarching goal is to connect community members with others who are committed to wellness and healthy living in the service of academic success.

Article III Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of

Westfield State University who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in fifty percent

(50%) of club meetings and activities.

Article IV

Officers:

Section 1: The officers of the club will include, a President, Vice President, Secretary, Treasurer, and Publicity Director.

Section 2:

A.) The President of Addiction Education, will call and preside over meetings. It will be the duty of the President to develop the meeting’s agenda and ensure that meetings will be conducted in an orderly manner while encouraging active participation of all club member. The club will utilize Robert’s Rules of Order to maintain orderly manner. The

President will administer the club’s program and represent the club in an official capacity at campus and community functions.

B.) The Vice President of Addiction Education assists the President in all activities and will assume the duties of the President in their absence.

C.) The Secretary will take minutes at each meeting and maintain club records including, attendance, updated member lists, and club correspondence. The Secretary will also serve as a Historian and will archive all correspondence, advertisements, photographs, and meeting minutes.

D.) The Treasurer will manage all of the club’s finances in accordance with SGA rule and regulations. The Treasurer will coordinate club fundraiser and maintain budget information. The Treasurer will provide reports about the budget during official club meetings.

E.) The Publicity Director is in charge of advertising Addiction Education on campus and maintain all social media outlets (e.g., Facebook, Instagram, Twitter). In addition the Publicity Director will create flyers and brochures to inform the Westfield State University community about the club’s mission, goals, resources, and to advertise the clubs activities.

Section 3: Any active club member is eligible to hold office.

Section 4: The term of office will begin on May 1st of that year and end April 30th of the following year, making each office a one (1) year term.

Article V

Advisors:

Section 1: Advisors are open to any faculty, staff or librarian.

Section 2: The advisor(s) shall advise the club, when consulted, in planning the activities of the club.

Section 3: The advisor(s) shall be appointed by a majority vote of fifty percent plus one (50%+1) of the club members.

Article VI Elections:

Section 1: Nominations will be accepted at a regular meeting one (1) week prior to the election. Any active club member can nominate others or themselves for office. The officers shall be elected at a regular club meeting prior to May 1st of every year by a majority vote. Notification of this election shall be given a least one meeting in advance.

Section 2: Votes will be cast by all active members by a secret ballot. A predetermined non-voting member, chosen by the club, will tally the votes for all officer positions

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: If a vote should end in a tie, the current President at the time of the election will serve as the non-bias-tie breaker. If the President is part of the election, then a non-voting member (selected by the officers) will serve as the

non-bias-tiebreaker.

Section 5: The term of office will begin on May 1st of that year and end April 30th of the following year, making each office a one-year term.

Article VII Meetings:

Section 1: The club will meet no less than once (1) per month. The number and frequency of meetings held each academic year will be determined by a

consensus of the club officers. The goal is to allow for a flexible meeting schedule, which would attempt to accommodate the schedules of all members.

Section 2: Officers may hold separate meetings apart from regular meeting with or without the advisor.

Section 3: The President or Vice President may call a special meeting.

Article VIII Vacancies:

Section 1: If an office becomes vacant a special election will be held to fill that position. Such elections will follow the procedure described in Article VI.

Section 2: If the advisor position becomes vacant a new advisor will be appointed by a fifty percent plus one (50%+1) majority vote of the club. The appointment of a new advisor will follow procedure in Article V.

Article IX Amending Procedure:

Section 1: This constitution may be amended by a two-thirds (2/3) majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X Removal from office:

Section 1: If an officer is viewed as unsuitable in their duties by other officers or of active club members a special meeting will be called. A recall vote will be conducted at this special meeting, and a two-thirds (2/3) majority of the votes cast will be required to remove the officer from their position. Following a successful vote to remove an officer from their position,

nominations for the vacant office will be taken at that same meeting, with the election to be held at the following meeting. The election will, otherwise, follow normal election procedures.

Section 3: If an advisor is viewed unsuitable in their duties by other officers or

of active club members a special meeting will be called. A recall vote will be

conducted at this special meeting, and a two-thirds (2/3) majority of the votes cast will be required to remove the officer from their position. Following a successful vote to remove an advisor from their position, a replacement will be appointed by the Officers with fifty percent plus one (50% +1) majority vote of the active club members.

Article XI Recognition of Safety and Waiver of Liability:

Section 1:

A. The Student Government Association (herein, SGA) and this Club, Addiction Education, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.

B. This Club (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.

C. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation. Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional

and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.

D. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.

E. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413)572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also

be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.

F. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

A. Failure to adhere to these conditions may result in sanctions, up to and including,

revoking the Club’s active status as determined by the Rules and Regulations Committee.