**Circle K Constitution**

**Student Government Association**

**Westfield State University**

***December 2013***

***Article I.***

Purpose

The Primary Purpose of the Westfield State University **Circle K Club** is to provide members of the club with information and opportunitiespertaining to Community Service. The club will aim to uphold the three ideals of Circle K International: service, leadership, and fellowship. The club will strive to provide members with activities and information that will be valuable to all of its members and the greater university community.

***Article II.***

Name

This organization shall be known as the **Circle K Club of Westfield State University**.

***Article III.***

Membership

*Section 1.* Membership shall be open to all full-time and part-time undergraduate students of the college who have paid their student activities fee for the current semester.

*Section 2.* Members are considered to be active if they attend and/or participate in two thirds (2/3)of the clubs meetings and activities.

*Section 3*. Members may pay $5 to receive full membership benefits from Circle K International.

***Article IV.***

Officers:

*Section 1.* The officers of the club shall be: (Co)-President, Vice-President, Secretary, and

Treasurer, Historian, Underclassmen Representative, and Chairs, as appointed by the President.

*Section 2.* The officers shall be elected at a regularly scheduled club meeting prior to

April 1st of every year by a majority vote. Refer to By-laws for voting procedures.

*Section 3.* The chairs shall be appointed by the newly elected executive board. Positions are subject to vary.

*Section 4.* Any dues-paid member of the club shall be eligible to hold an office.

*Section 5.* The term of office for each officer will begin April 1st of that year and end March 31st of the following year, making each term one (1)year.

***Article V.***

Advisor(s)

*Section 1.* The faculty member, staff member or librarian advisor(s) shall be appointed by a majority vote of the club members.

*Section 2.* The faculty member, staff member or librarian advisor(s) shall advise the club, when consulted, in planning the activities of the club.

***Article VI.***

Meetings

*Section 1.* The number of meetings held each year will be determined by the executive board.

*Section 2.* Special meetings may be called by the President.

*Section 3.* The officers of the club may hold meetings separate from the regular meetings without the presence of an advisor.

***Article VII.***

Vacancies

*Section 1.* If an office is vacated for any reason, the club will shall determine the process for filling the position. A majority vote will determine whether the club hold an official re-election or conduct an appointment process by the executive board. Nominations will be made at least one (1) meeting in advance to fill the vacant position. Refer to By-laws for election procedures to fill any vacancy that may occur.

***Article VIII.***

Amending Procedure

*Section 1.* The constitution may be amended by a majority vote of the voting members in the club and if approved by the Rules and Regulations committee of the Student Government Association.

***Article IX***.

Removal from Office

*Section 1.* If an officer is not performing his/her said duties (see By-laws), he/she may be removed by a majority vote. His/her replacement will be chosen in the following week. A majority vote will determine whether the club hold an official re-election or conduct an appointment process by the executive board.

*Section 2.* If an advisor is not performing his/her said duties he/she may be removed

by a majority vote of the club members. His/her replacement will be appointed by the president with majority approval of the club members.

***Approved and Accepted by the Rules and Regulation Committee*** ***and Club Parliamentarian.***

**Circle K**

**Student Government Association**

**Westfield State University**

**By-laws**

***Article I.***

Duties of the President

1. Shall preside at all club meetings.

2. Shall call special meetings, appoint committees, and appoint chairpersons as needed.

3. Shall have general supervision of the affairs of the club.

***Article II.***

Duties of the Vice-President

1. Shall assume the duties of the President in case of absence and shall assist the President whenever possible.

2. Shall oversee execution of service projects.

***Article III.***

Duties of the Secretary

1. Shall keep an accurate record of the proceedings of the meetings and activities of

the club on file with the Student Government Association.

2. Shall keep attendance records.

3. Shall keep records of service hours.

***Article IV.***

Duties of the Treasurer

1. Shall act as a custodian of all moneyin the possession of the club.

2. Shall keep an accurate record of allotments, receipts, and expenditures.

3. Shall be the keeper of the “Big Boy” Happy/Sad Change Bank.

***Article V.***

Duties of the Historian

1. Shall document the events and projects annually in the scrapbook.

2. Shall submit Lobster Tale, the district-wide newsletter of Circle K International, Articles to the District Editor regularly.

***Article VI.***

Duties of the Underclassmen Representative

1. Shall be held by a first-year or sophomore student.

2. Shall lead one service project throughout their term.

3. Shall fulfill tasks of the executive board as needed.

***Article V.***

Elections

1. Members may neither nominate nor second the nomination of themselves. Any

member may nominate or second the nomination of any other. The nomination

and seconds of the nominations will be done verbally. The vote will be cast

Anonymously. The ballots will be tallied by the Advisor. The nominee who

receives the most votes shall be the officer elect.

2. No election may be held if there is not a quorum of two-thirds (2/3)of the

club members plus one (1) present at the meeting.

3. A candidate may win an election by a majority vote (over 50%).

4. If an election vote ends in a tie, there will be a run-off election.

***Approved and Accepted by the Rules and Regulations Committee*** ***and Club Parliamentarian.***