

ARTICLE III

OFFICERS and TERMS OF OFFICE

This article explains each of the executive board positions and their responsibilities to the organization. It is important to be detailed- you are basically writing a job description for each position.

Section 1

OFFICERS and DUTIES

A. PRESIDENT

The President presides at all meetings of the association and executive board. It is the responsibility of the President to conduct all meetings impartially and to protect each member's rights. Other responsibilities should be listed in this section such as:

1. Shall open meetings at the time at which the organization is to meet by taking the chair and calling the meeting to order.
2. Shall announce the business before the members in the order in which it is to be acted upon.
3. Shall state and put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings, and announce the result of the vote.
4. Shall restrain the members when engaged in debate as specified in Robert's Rules of Order.
5. Shall enforce on all occasions the observance of order and decorum among the members, deciding all questions of order and to inform the assembly when necessary on a point of order.
6. Shall be objective on issues before the assembly, but may sometimes call the Vice-President to take the chair so (s)he can take part in debate.
7. (S)he can vote in order to break a tie and shall be able to veto all motions approved by the organization. However, the organization can override the President's veto with three-fourths (3/4) affirmative votes.
8. Shall enforce the observance of this Constitution. This duty should be listed under each position.
9. Shall authenticate by his/her signature when necessary all acts, orders and proceedings of the organization and in general shall represent the organization, declaring its will in all things and obeying its commands.
10. Shall be an ex-officio member of all, standing and ad hoc, committees.
11. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

B. VICE-PRESIDENT

The Vice-President shall assume the powers, duties and responsibilities of the President in the absence of the President. Other responsibilities should be listed in this section such as:

1. Shall serve as the ex-officio of all standing committees, with the power to appoint all new committee chairpersons and members. The current standing committee chairs as specified in this constitution do not need to be appointed, the appointment power is for new committees.
2. Shall chair the Election Committee.
3. In absence of the President, shall preside and perform the President's duties.
4. Shall assume the responsibilities and powers of the President, should that office become vacant.
5. Shall have full voting power unless presiding as chair.
6. Shall enforce the observance of this Constitution.
7. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

C. SECRETARY

The main duty of the secretary is to keep the records, or "minutes," of the meetings of the organization. The secretary's minutes are the official record of the organization and should contain only the actual business transacted. In addition, the secretary must issue notices of meetings, have official copies of the by-laws, constitution and official files, and provide the President with a list of postponed motions and unfinished business. Other responsibilities should be listed in this section such as:

1. Shall take accurate minutes (or records) of all organization meetings, general and emergency, and elections, votes, etc that occur within the organization.
2. Shall chair the Constitution Committee to annually review the constitution of the organization.
3. Shall read and distribute copies of the previous meeting's minutes to all members of the organization.
4. Shall be responsible for taking roll call. The attendance shall be accurately kept in a record book.
5. Shall record the name of the maker of a motion and the results of a vote.
6. Shall take charge of all documents belonging to the organization.
7. Shall call a meeting to order in the absence of the President and Vice-President and to preside until the election of a Chairperson pro-tem, which shall take place immediately.
8. Shall have a list of all officers and representatives, notifying the members of meetings.

9. Shall conduct all correspondence as directed.
10. Shall read important correspondence at all meetings.
11. Shall keep an accurate account of all correspondences.
12. Shall enforce the observance of this Constitution.
13. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

D. TREASURER

The treasurer is the “custodian” of the organization’s funds. The treasurer should be authorized to pay the bills of the organization and should draft monthly and annual statements (the latter of which should be audited), and should be familiar with all RSFD procedures. Other responsibilities should be listed in this section such as:

1. Shall be the custodian of the organization’s funds and shall properly handle all organization funds.
2. Shall keep an accurate record of all transactions.
3. Shall advise the organization of financial position to them, such as funding and constitutional policy.
4. Shall enforce the observance of this Constitution.
5. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

E. The GAO (General Assembly Officer) REPRESENTATIVE

The GAO Representative serves as a liaison between the organization and the Student Governing Association (SGA), updating the SGA on the happenings of the organization and is expected to attend all GAO meetings called by the GAO Chairperson who sits on the SGA. Other responsibilities should be listed in this section such as:

1. Shall serve as a representative to the General Assembly of Organizations Committee.
2. Shall act as the liaison between student organizations and the SGA.
3. Shall enforce the observance of this Constitution.
4. Shall have other responsibilities, powers and duties as may be assigned to their position by this constitution, the Office of Campus Involvement and any policies of the school.

Any other officers of the organization should be listed in this section with a complete and clear explanation of their powers and duties.

Section 2

TERMS OF OFFICE

The term of office for all offices should be listed in this section (we ask that an officer serves one full academic year, with elections to take place at the end of the Spring semester).

Section 3

ELECTIONS

All officers must have a minimum of a 2.0 GPA upon election and throughout the academic year. The process for nomination and elections should be set down in this section. Some things included in this section may be:

If an office is to become vacant due to impeachment, resignation, graduation, etc the organization has the power to temporarily appoint someone to fill the vacant position so as not to interfere with the workings of the student organization. The person appointed to fill the vacant position must be approved by at least 2/3 of the organization.

Every candidate for or office holder of an organization office shall maintain the following minimum requirements:

- A. Shall be a registered, currently enrolled student of one of the following schools: School 50, School 52, School 56 or School 64.
- A. Shall have and maintain at least a 2.50 cumulative grade point average (GPA). Should a student's cumulative average fall below a 2.00 due to an error by the Registrar's Office, (s)he shall be allowed to remain in office until a final decision is made provided. S(he) must provide University documentation to the organization and the Office of Campus Involvement (OCI) that the grade causing the low GPA is under appeal.
- B. To be eligible to run for the office of President of the organization, the candidate must have been an active member; attended at least 5 out of 6 meetings over the semester and participated in at least one event.
- C. Shall comply with all of the election rules and requirements of this Constitution and its bylaws and the Election Committee of the organization.

Section 4

IMPEACHMENT

A guide should be set for each executive board member (include this in each position description) and a policy should be developed in case the executive board members fails to perform their duties. An example would be:

Impeachment proceedings may be brought against any member of the organization provided that grounds for impeachment exist and the procedure for impeachment as outlined by this Constitution are followed:

- A: Grounds for impeachment include, but are not limited to:

1. Failure to carry out the duties of office as specified by this Constitution and/or its bylaws.
2. Failure to meet the requirements of office as determined by this Constitution.

B. Impeachment procedure is as follows:

1. a. Impeachment proceedings may be initiated by any member of the organization.
 - b. The charges shall be in written form and signed by not less than three-fourths (3/4) of the officers and active members.
2. Exactly two (2) weeks after the delivery of the charges, the charged person shall meet with the full membership and Program Coordinator for the OCI/Director of Student Activities (if requested) in presiding in a closed session and shall have the opportunity to respond to the charges.
3. If the organization, by at least a three-fourths (3/4) vote, finds the person in question guilty at the impeachment hearing, that person shall be removed from his/her office immediately and the vacancy shall be filled according to this Constitution and/or its bylaws

ARTICLE IV

EXECUTIVE COMMITTEE

The elected officers of the organization form the executive committee. This section should establish guidelines that will allow this group to function in the absence of full membership, while also listing all duties, powers and responsibilities of the group.

ARTICLE V

MEETINGS

Some guidelines for this section:

All organization meetings are mandatory for all members.

- A. Absences are defined as failures to attend general meetings and failure to attend organization sponsored events for which a member has agreed to participate.
- B. Absences may be excused due to illness, emergency work schedules, make-up exams, tests, representing the Camden Campus at another administrative function, or any other unavoidable emergency situation; subject to the President's prerogative.
- C. Only three (3) unexcused absences shall be allowed per semester.
- D. Violations of clauses "B" and /or "C" above will result in immediate termination of office only after a fair hearing of the organization.

Section 1

GENERAL MEMBERSHIP

General body meetings are twice a month allotting to at least 6 times a semester.

Section 2 EXECUTIVE COMMITTEE
Officers are to meet at least once a month allotting at least 3 times a semester.

Section 3 EMERGENCY MEETINGS
Emergency meetings can only be called by one of the E-board members.

ARTICLE VI COMMITTEES
This section should state what permanent or standing committees there are and provide the means for establishing special committees.

Section 1
Standing committees are ones with a permanent function

Section 2
A special committee is appointed to a special task and is dissolved after completing the task.

ARTICLE VII FINANCIAL
Funds shall be used to foster educational functions towards animation appreciation. All funds of the organization shall be overseen by the Treasurer and be kept in an account in the RSFD. Fund allocation can be applied but is not limited to the following types of functions:

- A. Screenings of animated media.
- B. Hosting guest lecturers from the animation industry
- C. Educational fieldtrips or social gatherings.
- D. Promoting event and meetings.

ARTICLE VIII QUORUM
This section should establish what is needed to hold a legal meeting, typically half the voting membership plus one, or simple majority.

ARTICLE IX PARLIAMENTARY AUTHORITY
Robert's Rules of Order, Newly Revised Edition, shall be the authority on all questions of parliamentary law and proceedings.

ARTICLE X ORDER OF BUSINESS
This section should suggest a possible order of business for all meetings, such as:

The agenda format for the meeting shall be as follows:

- A. Call to Order
 - Ascertainment of a quorum
- B. Secretary's Report
 - Distribution of the Minutes, Attendance and Approval of Communications
- C. Approval of the Agenda

- D. President's Report
- E. Vice-President's Report
- F. Treasurer's Report
- G. GAO Representative's Report
- H. Old Business
- I. New Business
- J. Adjournment (subject to a motion)

ARTICLE XI **ADVISORS**

The Following Rutgers University Staff will serve as advisors to the RUCAA:

Professor LiQin Tan

Professor Tony Gore

ARTICLE XII **AMENDMENTS**

This section should establish a system of proposing and ratifying amendments. All Amendments to this constitution must be approved by the Office of Campus Involvement. This section may look like this:

Section 1: An amendment may be proposed by any member of the organization.

Section 2: The procedure for amendments to this Constitution shall be as follows:

- A. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- B. Two (2) weeks after the proposed amendment has been announced, the organization may adopt the amendment by a two-thirds (2/3) vote of those present.

ARTICLE XIII **BY LAWS**

All members of the RUCAA will adhere to the University alcohol policy and the Student Code of Conduct.