

**Illinois State University Beekeeping Club
Constitution**

Ratified April __, 2012

Article I: Name

Section A: This organization shall be known as the Illinois State University Beekeeping Club

Article II: Purpose Statement

Section A: It shall be the purpose the Illinois State University Beekeeping Club to promote interest in honey bees and beekeeping by educating students and the public with safe, responsible and effective apiary management practices, and by raising awareness of environmental, economic, social and political issues that affect beekeepers and the honeybees.

Article III: Membership

Section A: Membership is open to anyone interested in honeybees and beekeeping.

Section B: The organization and its members agree to adhere to city, state, and federal laws, as well as the policies set forth in the Student Code of Conduct and the Registered Student Organization Handbook.

Article IV: Voting

Section A: A quorum will include either the president or advisor, in addition to two members.

Section B: Each member in attendance and good standing may vote.

Section C: The outcome of a standard vote will be in favor of the majority.

Article V: Officers

Section A: The Illinois State University Beekeeping Club shall have a president and an advisor.

Section B: All officers must be members of the Illinois State University Beekeeping Club.

Section C: The Advisor must be a faculty or staff member of Illinois State University.

Section D: The term of office shall be from September 1 to August 31.

Section E: Election of officers shall be held in August by the end of the third week. The advisor will determine the date of the election. At least two weeks' notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by ballot. The person receiving majority vote will be elected.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president or advisor.

Article VI: Duties of Officers

Section A: President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president will keep and have available current copies of the constitution and any bylaws.

4. The president will be responsible for scheduling programs with the assistance of the advisor.

5. The president shall be responsible for keeping the minutes of all meetings and the meetings of the officers.

6. The president shall maintain a complete and accurate account of attendance and membership status.

Section B: Advisor

1. The advisor shall assist the group in the execution of roles and responsibilities

2. The advisor shall provide feedback to the organization regarding its operation and functioning.

3. The advisor shall serve as a resource

4. The advisor directs the budget

5. The advisor shall keep a current record of all financial transactions

6. The advisor shall be a faculty or staff member of Illinois State University

7. The advisor will be responsible for checking the accuracy of all bills and invoices, and paying them correctly and on time.

8. The advisor shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.

Article VII: Group Committee Structure

Section A: Committees shall be appointed by the president and subject to ratification by the organization during a regular business meeting.

Article VIII: Meetings

Section A: The times for regularly scheduled meetings shall be 7:30pm Tuesday evenings.

Section B: At least 1 days' notice shall be given for each regular business meeting

Section C: Special or emergency meetings may be called with less than 1days notice by the officers.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article IX: Amendments to the constitution

Section A: All members must be notified of a vote to amend the constitution at least one week before the meeting in which the vote is to occur, and the amendment must be made available to all members by that time.

Section B: The votes will only include those of members present at the meeting, and must include the vote of the president as well as a minimum of two other members.

Section C: An amendment will require 2/3 majority to pass.

Article X: Parliamentary Procedure

Section A: *(example) Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by unanimous vote of the present membership.