

# Constitution of the Scrub Club of Lorain County Community College

## Article I: Name

Section 1: The name of this organization shall be The Scrub Club referred to also as the Scrub Club

## Article II: Purpose

Section 1: The purpose of the Scrub Club is to prepare, organize and present programs of a social, cultural, recreational, and educational benefit to our fellow nursing students as well as the Student Body. The Scrub Club will also collaborate on fundraising for a Pinning Ceremony to be held in May. Additionally, the Scrub Club will adhere to the policies and procedures of LCCC and will abide by and hold members accountable to the students and campus code of conduct.

## Article III: Executive Board

Section 1: The Executive Board is responsible for the conduct of business for the Scrub Club and the composition will be five officers.

Section 2: Officers serving on the Executive Board shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

Section 3: The term of office for all Executive Board members shall be one academic year.

Section 4: Executive Board members must be in good standing with the institution.

Section 5: Executive Board members shall follow the attached By-laws of the Scrub Club

Section 6: An Adviser from Lorain County Community College will be chosen. The advisers shall not have a vote.

Section 7: Executive Board members may be relieved from their duties if they are not following the attached By-laws set forth by the Scrub Club.

Section 8: The process of removal of an Executive Board member shall be through a vote in which a majority of the members must agree on the removal of the Executive Board member

#### Article IV: Membership

Section 1: Membership is open to any member of the student body from LCCC and Terra State Community College.

Section 2: Attendance at three meetings is required prior to becoming a member of the Scrub Club.

Section 3: Upon the attendance of the three required meetings, a membership card will be distributed to each member.

Section 4: Membership may be revoked by a majority vote for those who do not represent the Scrub Club or follow the attached By-laws set forth by the Scrub Club

#### Article V: Election

Section 1: Election of officers will occur prior to the end of the Spring semester

Section 2: Each member in attendance at the election meeting of the Spring term shall be accorded one vote per office

Section 3: All elections shall be held by secret ballot

Section 4: A simple majority vote will constitute an officer election

#### Article VI: Vacancies

Section 1: The 1<sup>st</sup> Vice President shall succeed the President in the event of a vacancy.

Section 2: All other positions of the Executive Board shall be by a vote from all members in attendance

#### Articles VII: Meetings

Section 1: Meetings will be held once a month at a time and place to be determined by the organizations

Section 2: Meetings will be announced 1 week prior to the meeting through a meeting calendar distributed to all members, meeting notices will also be posted in the classroom on the white board as well as telephone communication as needed so that everyone has the opportunity to attend

Section 3: Special meetings will be called at the discretion of the President in consultation with an advisor.

#### Article VIII: Fundraising and participation

Section 1: Everyone is expected to participate with fundraising and other activities sponsored by the Scrub Club in order to support the pinning ceremony and receive the benefits of the fundraising.

Section 2: Anyone who does not wish to participate with the fundraising for the Pinning Ceremony held in May shall pay a set amount decided by the Scrub Club to help offset expenses of the ceremony

#### Article IX: Amendments

Section 1: Amendments to this constitution shall be adopted by a two-thirds vote of the members present at an officially called meeting following the meeting at which the proposed amendment was distributed.

## General By-laws

### Scrub Club

The purpose of the Scrub Club is to represent the Student body in all matters pertaining to and including the Student Body. The Scrub Club will provide such opportunities for students to participate and voice themselves in their social, cultural, and academic education.

All Executive Council Officers shall:

1. Strive for ideals established in the Preamble and Purpose of the Constitution.
2. Agree to foster a sense of goodwill and fellowship with the Student Body.
3. Follow all office-specific by-laws as well as general by-laws.
4. Work on selecting goals for the upcoming year prior to the start of the fall semester.
5. Attend all regularly scheduled meetings.
6. Act as a liaison between the Scrub Club, faculty, and the college administration.
7. Represent the Scrub Club on all issues.
8. Exercise all additional rights necessary or required to serve the best interests of the college and the Scrub Club.
9. Promote integration, coordination, and cooperation between all clubs/organizations on campus.

This set of By-laws shall take effect upon affirmation by the Student Senate.

## Office of the President

### By-laws

The President shall:

1. Follow the Constitution of the Scrub Club, General office By-laws, and office specific By-laws.
2. Exercise the legislative and executive rights of the Student Body.
3. Exercise all additional rights necessary or required to serve the best interests of the Scrub Club and the college.
4. Oversee the performing duties related to each Scrub Club officer established in the By-laws.
5. Represent the students at functions where official student representation is deemed advisable. If the President is unable to be the official student representation, the President will appoint the 1<sup>st</sup> Vice President to attend.
6. Call to order and preside at Scrub Club meetings
7. Be responsible for the cancellation of Scrub Club meetings
8. Maintain close contact with club/organization representatives
9. Oversee work and representation of the Scrub Club as a whole
10. Oversee any circumstances mandating a vote of the Scrub Club

This set of By-laws shall take effect upon the affirmation by the Student Senate

## Office of the Vice President

### By-laws

The main duty of the Vice President is to actively manage perform the duties of the President in his/her absence and to assist in the focus of the Executive Committee towards it goals.

The Vice President shall:

- 1.) Follow the Constitution of the Scrub Club, General office By-laws, and office specific By-laws
- 2.) Assist in the exercising of the legislative and executive rights of the Scrub Club
- 3.) Assume all regular powers and perform all duties in the absence of the President
- 4.) Assume Presidency and title of "Interim President" in case of the Presidential Office becoming vacant until the next regularly scheduled election of the Scrub Club
- 5.) Assist the President in any way that the President deems necessary
- 6.) Investigate, handle, and process complaints, grievances, opinions, and problems of the Scrub Club in a timely manner.

This set of By-laws shall take effect upon affirmation by the Student Senate

## Office of the Executive Secretary

### By-laws

The Executive Secretary shall:

1. Follow the Constitution of the Scrub Club, General Office By-laws, and office specific By-laws
2. Be responsible for the recording of minutes, records, proceedings, letters, memos, proclamations, petitions, and other Scrub Club related documents.
3. Be responsible for the distribution of records, minutes, and other related documents.
4. Have copies of the minutes available for the Scrub Club
5. Distribute copies of the minutes to the Student Senate, Director of Recreation and Student Life, Student Life Program Coordinator, and Student Life Administrative Assistant.
6. Establish an agenda for each meeting of the Scrub Club

These By-law shall become effective upon affirmation by the Student Senate

## Office of the Treasurer

### By-laws

The main duty of the Treasurer is to ensure effective handling of all financial matters of the Scrub Club

The Treasurer shall:

1. Follow the Constitution of the Scrub Club, General Office By-laws, and office specific By-laws
2. Advise the Student Senate and the Scrub Club of financial transactions
3. Present a monthly balance sheet to the Student Senate and the Scrub Club members for review
4. Maintain a file for each Scrub Club member account that will consist of all deposits and expenditures made during each month
5. Track transactions involving Scrub Club Accounts
6. Maintain copies of receipts, deposits and miscellaneous expenses
7. Present to the Scrub Club Secretary and Student Senate any discrepancies in account balances
8. Submit to the Student Senate for consideration Tier Fund and Subsidy Requests. The primary guidelines will be as stated in the current "Club Incentive Award" packet
9. Keep tier fund and subsidy request balances for each chartered club/organization

This set of By-laws shall take effect upon affirmation by the Student Senate