

Please note: This is the constitution for organizations that wish to be recognized by the Student Association (SA). In an effort to expedite the process, newly forming organizations are required to follow, verbatim, this Sample. A constitution that does not follow the Sample will be returned un-read, with a request for resubmission. Organizations may only alter the language in blue italics. Very few organizations will be allowed to deviate from the Sample, and even then, deviations will be limited. Using this pre-approved wording will speed up each reading of the organization's constitution. Clauses can be copied out of this document and pasted, verbatim, into a new document. Please see the *Student Organization Constitution Checklist* for a complete listing of constitutional requirements.



## Official Constitution of Pace Media Zone PR Agency

### Article I—Organization Name

The name of this organization shall be **Pace Media Zone Public Relations Agency**. The organization may also refer to itself as **PMZ (Pace Media Zone)**.

### Article II—Mission and Goals

#### **Section 1: Our Mission**

PMZ is a student-run Public Relations Agency and Pop-Culture club open to students of all majors interested in the elements of Pop-Culture, celebrity scandals, announcements, current events, and ultimately how everything plays a role in society.

#### **Section 2: Our Goals**

PMZ shall provide a space for members and officers to conduct open discussions relating to current events in the mainstream. All the while the E-Board handles real PR clients on and off campus. The club will host pop-culture and celebrity-oriented events, general meetings, and more! PMZ's goal is to introduce members to the world of public relations through the dissection of stories, scandals, and announcements, starring everyone's favorite public figures and

celebrities. Members can present their own stories at bi-weekly meetings, meet new friends from all majors, and even add a real Public Relations Agency to their resume.

### **Section 3: Governing Authority**

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Guiding Principles of Conduct and Student Discipline will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

## **Article III—Membership**

### **Section 1: Membership Statement**

Membership in this organization is limited to any student who is paying Student Activity Fees and is currently and/or continuously enrolled at Pace University. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. **Hazing will not be allowed as a condition of membership in this organization.**

### **Section 2: Additional Membership Requirements**

Membership is open to all students interested in participating. All students of Pace University are welcome to participate in this organization and members have the right to attend all meetings, vote, and hold office. However, in order to be considered 'active' and to participate in voting, members should attend 70% of all meetings and/or events hosted by PMZ within the current semester.

### **Section 3: Recruitment**

Recruitment shall take place throughout the year and membership is open at all times.

### **Section 4: Voting Rights**

Only active student members are eligible to vote (see above requirements to be an active member).

### **Section 5: Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

### **Section 6: Reinstatement of Membership**

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

## **Article IV—Officers**

### **Section 1: Eligibility**

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2), as well as a GPA of 3.0 or higher. All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, minimum GPA of 3.0, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Guiding Principles of Conduct and Student Discipline of the Pace University. Officers who do not meet these requirements during their term shall be resigned or removed.

### **Section 2: Officer Requirements**

To hold an Officer Position, one must have basic knowledge of Public Relations and Pop Culture. They must also hold a GPA greater than a 3.0. An Officer must show respect for all positions, both higher and lower. All Officers must know their job duties and standing within the club.

### **Section 3: Titles and Duties**

The officers of this organization shall include a President, Vice President, Treasurer, Senator, and Secretary. No officer will be permitted to hold more than one officer position at a time within the club, unless appointed to an interim position as per Article VI, Section 3.

**The President shall:**

Supervise and coordinate the activities of the organization.

Participate in both set-up and take-down for all events hosted by the organization.

Preside over all meetings and call all meetings to order.

Maintain communication with the Student Association and the Center for Student Development and Campus Activities and ensure that all paperwork is current.

Be one of the signers of financial documents.

Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.

Ensure that all officers are familiar with the official Constitution.

Ensure that all officers are performing his/her/their duties as defined in the official Constitution.

Keep advisor informed of activities and functions of the organization.

Be familiar with Robert's Rules of Order to conduct meetings.

Be familiar with the Guiding Principles of Conduct and Student Discipline regulations as they relate to student organizations and communicate them to the organization as needed.

Provide all documents and records pertaining to his/her responsibilities to the newly elected President.

Assign special projects to officers.

**The Vice President shall:**

Assist the President in his/her/their duties.

Participate in both set-up and take-down for all events hosted by the organization.

Assume the President's responsibilities in his/her absence.

Keep accurate records of all meetings in the Secretary's absence.

Plan and be responsible for all retreats and training of the organization.

Provide all documents and records pertaining to his/her responsibilities to the newly elected Vice President.

Assist in special projects as assigned by the President.

**The Treasurer shall:**

Keep an accurate account of all funds received and expended.

Participate in both set-up and take-down for all events hosted by the organization.

Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, Advisor, or Center for Student Development and Campus Activities.

Be one of the signers on financial documents.

Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.

Provide financial records sufficient to allow the Vice President to perform audits.

Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.

Assist in special projects as assigned by the President.

**The Secretary shall:**

Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.

Participate in both set-up and take-down for all events hosted by the organization.

Keep accurate minutes and records of all meetings.

Maintain an accurate list of members and their contact information.

Prepare the organization's Roster to submit to SA and Center for Student Development and Campus Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.

Take attendance at all meetings and maintain an attendance record.

Check eligibility for potential officers, prior to annual elections.

Keep copy of constitution and have available for members, if needed.

Provide all documents and records pertaining to his/her responsibilities to the newly elected Secretary.

Assist in special projects as assigned by the President.

**The Senator shall:**

Communicate with SDCA about the club's progress.

Participate in both set-up and take-down for all events hosted by the organization.

Make sure the club is keeping to the Constitution.

Communicate with members if problems occur.

Provide all documents and records pertaining to his/her responsibilities to the newly elected Senator.

Assist in special projects as assigned by the President.

### **Section 5: Voting Rights**

All officers shall have active voting rights excluding president; however, the President shall only vote in the case of a tie, apart from officer elections.

### **Section 6: Term of Office**

Members can run for and or hold as many E-Board positions as they desire, however, the term of office shall be no longer than one year per position. Elections will be every Spring semester, (April).

## **Article V—Selection of Officers**

### **Section 1: Announcement of Elections**

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 *and* 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting.

### **Section 2: Nomination Process**

The nomination of officers shall occur each academic year at the membership meeting held in *April*. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members. The nomination/election facilitator will not retain voting rights during the process.

Any active student member present may nominate someone or him/herself for office by verbally nominating the individual during this procedure. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 *and* 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process.

### **Section 3: Election Process**

The election of officers shall occur at the membership meeting held in April. The order of elections shall be: President, Vice President, Treasurer, Senator and Secretary. Any officer can serve more than one term as their position. Club Advisors will pick the candidates and voting will commence from there. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office through a personalized presentation and/or speech. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

#### **Section 4: Installation of Officers**

Newly elected officers shall take office immediately following the membership meeting in April and their term will end immediately following the membership meeting the next April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Student Association and the Center for Student Development and Campus Activities, via OrgSync, within 10 school days of installation.

#### **Section 5: Re-election**

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

## **Article VI—Officer Vacancies**

### **Section 1: Removal of Officers**

Leadership may be revoked without mutual agreement for non-participation, misconduct, extreme disrespect for an officer and to members, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from the office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### **Section 2: Resignation**

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day, he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### **Section 3: Filling Vacant Officer Positions**

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in *April*. A change in officer information should be reported to the Student Association and the Center for Student Development and Campus Activities, via OrgSync, within 10 school days of the election.

## **Article VII—Meetings**

### **Section 1: Membership Meetings**

The membership should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 2: Officer Meetings**

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

### **Section 3: Calling Meetings**

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 24 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

### **Section 4: Meeting Procedure**

The President shall use his/her/their discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

## **Article VIII—Advisor**

### **Section 1: Selection**

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted Pace University employee (faculty or staff), as defined by Human Resources.

### **Section 2: Role and Authority**

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as Pace

University policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

### **Section 3: Length of Term**

The advisor has no term limit as long as he/she/they remain a contracted Pace University employee.

### **Section 4: Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Center for Student Development and Campus Activities, via Update Form.

## **Article IX—Finances**

### **Section 1: Membership Dues**

**There are no membership dues.**

### **Section 2: Budget Approval**

The Treasurer, in conjunction with the entirety of the executive board, shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

### **Section 3: Financial Authority**

For the protection of the organization and its officers, it is required that all monetary transactions are approved utilizing the “Majority Authorization Financial Transaction Form.” Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection. (*If*

*the organization utilizes a separate bank account, see SDCA for sample wording to be input in this Article.)*

#### **Section 4: Officer Transition**

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

#### **Section 5: Dissolution of Organization**

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

*MCVA Department*

*Pace University – Wilcox Hall: 861 Bedford Road, Pleasantville, NY 10570*

*Phone: (914) 773-3672*

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and Pace University.

### **Article X – Committees**

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

### **Article XI—Publications and Advertising**

#### **Section 1: Compliance**

All graphics and publicity of the organization must comply with the Guiding Principles of Conduct and Student Discipline, Event Policies, Student Center and other building guidelines, and the Pace University Marketing Graphic Standards.

#### **Section 2: Approval**

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to submission to the Vice President for Programming. All events or initiatives utilizing BAC funds, must display “SA Approved, BAC Funded” on all publicity prior to the Vice President for Programming’s approval for duplication and distribution.

## **Article XII—Ratification and Empowerment**

### **Section 1: Ratification**

This constitution will become ratified by a 2/3 approval of the organization's officers.

### **Section 2: Empowerment**

This constitution will take effect only after it is approved by the Student Association and Center for Student Development and Campus Activities.

## **Article XIII—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Student Association within two school weeks. The amendment shall not take effect until approved by the Student Association.

Revised: **August 31<sup>st</sup>, 2023**