

Official Constitution of Pace Media Zone



Article I—Organization Name

The name of this organization shall be **Pace Media Zone**. The organization may also refer to itself as **PMZ**.

Article II—Mission and Goals

Section 1: Mission

PMZ is Pace University’s official Pop-Culture club open to students of all majors interested in the elements of Pop-Culture, celebrity scandals, public figures and their effect, current events, and ultimately, how everything plays a role in society.

Section 2: Goals

PMZ shall provide a space for members and officers to conduct open discussions relating to current events in the mainstream. 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 and meet new friends from all majors.

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%.” The organization must also follow the Center for Student Engagement’s Student Org Handbook, as they will also be held to those policies and procedures.

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: Recruitment & Voting Rights

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

Only active student members are eligible to vote. 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: 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 4: 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: Titles and Duties of Executive Board

The officers of this organization shall include a President, Vice President, Treasurer, and Secretary. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position for no more than three weeks.

The President shall:

- Preside over all meetings and call all meetings to order.
- Maintain communication with the Student Government Association and the Center for Student Engagement and ensure that all paperwork is current.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as president.
- Participate in both set-up and take-down for all events hosted by the organization.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as vice president.
- Assist in special projects as assigned by the President.
- Participate in both set-up and take-down for all events hosted by the organization.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Board.
 - This includes submitting requests and forms pertaining to finance on SetterSync.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as treasurer.
- Participate in both set-up and take-down for all events hosted by the organization.

The Secretary shall:

- Notify members of meetings via e-mail, telephone, or other platform at least 72 hours in advance.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Roster to submit to the Student Government Association and the Center for Student Engagement 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.
 - This includes any events hosted by the organization. The Secretary must oversee that attendance is always being taken at each meeting/event.
- Provide all documents, records, and overall training pertaining to their responsibilities to their successor as secretary.
- Participate in both set-up and take-down for all events hosted by the organization.

The Senator shall:

- Communicate with the Center for Student Engagement about the club's progress.
- Make sure the club is keeping to the Constitution.
- Communicate with members if problems occur.
- Provide all documents and records pertaining to his/her/their responsibilities to the newly elected Senator.
- Assist in special projects as assigned by the President.
- Participate in both set-up and take-down for all events hosted by the organization.

Section 2: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 3: Term of Office

The length of term of office shall be no longer than one academic year.

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.

Section 3: Election Process

The order of elections shall be: President, Vice President, Treasurer, Secretary, and Senator

Organization must ensure that the election process will follow the constitution/bylaws of the organization, university policies, and the Student Org Handbook.

The election of officers shall occur at the membership meeting held in April. The order of elections shall be: President, Vice President, Treasurer, Secretary, and Senator. 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 before the election deadline given by the Center for Student Engagement. 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 Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation. If a roster of the new e-board is not provided to Student Engagement staff within the 10 school days, the organization can face the possibility of becoming inactive for the following semester.

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/their care.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

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/they shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her/their care.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

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.

A change in officer information should be reported to the Student Government Association and the Center for Student Engagement, via Setter Sync and email, within 10 school days of installation.

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: Meeting Procedure

The President shall use his/her/their discretion as to the manner and process in which they preside 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. A faculty/staff advisor is a Pace Pleasantville faculty or staff member chosen by a student organization to provide knowledge, resources, commitment, and support to the organization.

Section 2: 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 Engagement.

Article IX—Finances

Section 1: Membership Dues

There are no membership dues.

Section 2: Budget Approval

The Treasurer (in conjunction with the E-Board) shall create a budget for the fall and spring semesters. All funding and budgets must follow the policies and procedures located in the Student Org Handbook.

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 XI—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 Government Association and Center for Student Engagement.

Article XIV—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 Government Association within two school weeks. The amendment shall not take effect until approved by the Student Government Association.

History of Constitution

Created: August 31, 2023

Revised: May 5, 2024