

Post Gap-year Adjustment Club Constitution

- I. **Purpose:** Aid students who have taken at least one gap year before their first year at St. Olaf in adjusting back to school life, and to help these students meet people their own age to whom they can easily relate, allowing them to create lasting relationships based on mutual life experiences.
- II. **Membership:**
 - a. This club is open to any student. The Post Gap-year Adjustment Club does not discriminate against qualified members of the University on the basis of their race, color, creed, religion, national origin, sex, gender, age, marital status, ability, or veteran status, and abides by the Non-Discrimination Policy set in place by St. Olaf College.
 - b. Voting Rights: All active members are allotted a single vote in all elections. In order to be considered an active member, one must attend at least 50% of all club events or meetings. Any member acting as a mentor to a first-year student is automatically considered an active member, regardless of how many events or meetings they attend.
 - c. Powers of the Organization:
 - i. Budgeting: The budget must be approved by the members in a majority vote, after it has been previously approved by the executive board.
 - ii. Final authority in all matters is left up to the current executive board, provided that the board follow what is in best interest of the club and its members. If the members believe a decision by the executive board is not in the best interest of the club and its members, they may over-ride the decision with a petition signed by 75% of the active members.
 - iii. A 51% majority vote is required to approve all legislation and elections.
 - iv. Quorum is necessary when less than 40% of members or less than 3 executives are in attendance for a vote. Meetings and events that do not require votes are valid regardless of the number of members or executives are in attendance.
- III. **The Governing Body:**
 - a. The executive board: The executive board is made up of 5 members: The President, Vice President, Treasurer, Event coordinator, and the Communications director.
 - i. President: The president is responsible for dealings involving the school including issues of compliance, sponsorship, approving events, and dealings with the first year committee/ Admissions. The president is also responsible for introductions with new members and pairing mentors with new members. The president also oversees all activities done by the executive board, including supervising funding and bank accounts. In addition, the president is in charge of all executive meetings.
 - ii. Vice President (VP): The vice president is expected to aid the president in all dealings with the school and the sponsor. In addition, they are responsible for meeting minutes of both the executive and club meetings. The vice president is responsible for working closely with new members as well as acting as one of the go to mentors for new members. The vice president will be in charge of counting votes in all elections.
 - iii. Treasurer: The treasurer is responsible for making the budget for events, each semester, and each school year. They are also responsible for applying for

funding. In addition, they must keep track of the club's bank accounts, working closely with the sponsor in order to ensure the sponsor is fully aware of the club's accounts. In addition, if the club collects money for any reason, the treasurer is responsible for the collection as well as keeping track of where the money came from. The treasurer is also responsible for making all necessary purchases, or must be present for all purchases. At least two executive board members must be present when purchases or withdrawals occur. In short, the treasurer is responsible for the club's finances.

- iv. **Event Coordinator:** The event coordinator is responsible, with the help of the other board members, for planning meetings and events. They are responsible for requesting rooms for meeting, money for events, and organizing individual mentor meetings along with the vice president. They are also in charge of running meetings and events and emailing members to inform them of meeting and event information. The event Coordinator and Communications officer will work closely together in their responsibilities.
- v. **Communications officer:** The communications officer is in charge of making posters and advertising the club in order to recruit new members. This includes actions like making and putting posters around campus, emailing incoming gap year students, and encouraging current members to bring friends to meetings or events. In addition, the communications officer is expected to aid the event coordinator with distributing information about events, meetings, ect to members. They are in charge of creating the email list, adding and deleting names as appropriate. Any publications must be approved by the communications officer. The event Coordinator and Communications officer will work closely together in their responsibilities.

IV. Recalling Officers:

- a. **Automatic recall:** A member of the executive board can be automatically recalled if they are found to be taking actions that violate the ethics of the constitution such as stealing from the club. In addition, if a member of the executive board fails to remain in good academic standing, they can automatically be recalled.
- b. **Recall:** A member of the executive board can be recalled if it is deemed that they are not fulfilling their duties or a seen as a giving the club a poor image due to their actions outside the club. There are three ways a member of the executive board may be recalled:
 - i. 3 of 5 executive board members believe a board member is unfit to fulfill their obligations to the club.
 - ii. The constituency (the members) can recall an executive board member with a petition containing the signatures of %75 of the active club members.
 - iii. The sponsor and the president can recall a board member if both agree said board member is failing to fulfill their obligations to the club.

V. Amendments:

- a. **Ratification of the constitution:** 4 of 5 board members, plus the sponsor must ratify the constitution and any amendments to the constitution.