

**RecPack Constitution**  
**North Carolina State University**

**Article I.**

**Name and purpose**

- Section I.
- Section II.

This organization shall be known as RecPack

The purpose of this organization will be:

- A. To market, recruit, interview and select potential NC State students for Campus Recreation and Carmichael Complex Facilities and Operations student employment. The Carmichael Complex Facilities and Operations will be herein thereafter known as CCFO.
- B. To provide the members of RecPack leadership and management development through community projects, service and volunteerism.
- C. To provide support for scholarly and/or professional conferences and workshops.
- D. To provide avenues for social interaction and celebration.

**Article II.**

**Membership**

- Section I.
- Section II.
- Section III.
- Section IV.
- Section V.
- Section VI.

The membership of the organization will be limited to current student CCFO and Campus Recreation employees.

All members will agree to abide by this constitution and university rules/guidelines, which apply to campus organizations.

All members will agree to abide by the guidelines and policies set forth by the organization, Campus Recreation and CCFO.

Voting and business meetings: the membership will be represented by delegates nominated or elected from the various departmental areas (see Article IX section II, elections).

No delegate member may vote by proxy. A proxy may attend the meeting with no voting privileges.

Meeting of Delegates

- A. There will be a minimum of three business meetings per year with one in the months of October, January and April.
- B. Special meeting. The president with a five-day (120 hours) advance notice may call special meetings of the delegates for any purpose or purposes.

**Article III.**

**Officers**

- Section I.
- Section II.
- Section III.

The elected officers for this organization shall be chosen from current and active members of this organization.

The members chosen to be officers must have been members of RecPack for at least one full semester.

At the last meeting of each academic year, an election of officers shall take place for president, vice president and treasurer/secretary, each of whom shall serve for a term of one year and until a successor is elected. If a vacancy occurs in any of these offices, the delegate membership shall elect a person to serve for the remainder of the unexpired term.

**Article IV.**

**Duties of Officers**

- Section I.

President

- A. Enforce all provisions of the constitution.
- B. Preside at all meetings.
- C. Be responsible for reporting to the Staff Adviser.
- D. Submit a statement of all funds on hand at the end of each academic year.
- E. Form ad-hoc committees and appoint members for reasons deemed necessary.
- F. Serves on steering committee.

Section II

Vice President

- A. Preside at all meetings when the president is unable to attend.
- B. Ensures Parliamentary procedures are followed (Robert's Rules of Order Revised)
- C. Assist the president as needed.
- D. Maintain active liaison with SOURCE at the beginning of each school year.
- E. Serves on one of the following committees: Social Events and Activities, Preparation and Development or Fundraising.

Section III.

Secretary/ Treasurer

- A. Take detailed minutes at all meetings.
- B. Keep accurate record of all accounts.
- C. Assist the president in budget preparation.
- D. Sign off on any withdrawals from the bank account.
- E. Serve on one of the following committees: Social Events and Activities, Preparation and Development or Fundraising.

**Article V.**

**Staff Adviser**

Section I.

The adviser will be a professional member of Campus Recreation or CCFO.

Section II.

The adviser will:

- A. Attend all business meetings.
- B. Approve all functions.
- C. Serve as an information source and provide guidance.
- D. Approve all bank account transactions.

**Article VI.**

**Executive Board**

Section I.

The executive board shall consist of the President, Vice president, Secretary/Treasurer, and Staff Adviser.

Section II.

Quorum: A majority (2) of the committee members (excluding the staff adviser) immediately before a meeting begins shall constitute a quorum for the transaction of business at any meeting of the executive board. If there is not a quorum at any said meeting, a majority of the officers present may adjourn the meeting without further notice other than announcement at the meeting, until a quorum shall be present.

Section III.

Powers of the Executive Committee will include:

- A. To conduct business of the RecPack.
- B. Making recommendations on policies and policy changes.
- C. Enforcing provisions of the constitution.

Section IV.

The executive committee shall meet during the months of September, November, January, February and April.

## Article VII.

### Amending the Constitution and By-laws

- Section I. Amendments to the constitution or by-laws shall be presented by a delegate member or current RecPack member in writing and read at one of two business meetings (October, January) but shall not be voted upon until the next scheduled business meeting, and then only after informing each delegate member and officer of the proposed amendments. A majority vote of at least 50 percent of the total delegate membership and officers in attendance shall be required.
- Section II. All amendments will be in accordance with university policy and subject to approval by the Staff Adviser.
- Section III. The constitution or by-laws will be updated after approval, prior to the next scheduled business meeting.

## Article VIII.

### Committees

- Section I. RecPack shall have the following committees:
- A. **Recruitment Team:** responsible for attending training sessions and learning about all RecPack employee positions, then presenting this information at recruitments.
  - B. **Selection Team:** responsible for attending a training session and learning about conducting interviews, then assisting at first interviews.
  - C. **Social Events and Activities:** organizing events for the beginning of the school year RecPack Kickoff, Holiday Social and RecPack Ceremony & Awards; additional social activities throughout the year.
  - D. **Preparation and Development:** provide a student leadership program for preparing and certifying supervisors, and career preparation workshops (i.e., resume writing, interviewing techniques, etc.).
  - E. **Recognition and Awards:** solicits feedback for type of awards; develops and refines nomination processes for awards; and conducts the organization of the awards ceremony including the program.
  - F. **Fundraising:** provides for volunteer work to raise monies for social activities, professional conferences and RecPack events.
  - F. **Steering:** provides feedback and/or recommendations on programmatic guidelines to the Directors.

## Article IX.

### Elections

- Section I. The officers will be elected by a majority vote with a minimum of 50 percent of the delegate membership and officers in attendance. A delegate or officer will not be allowed to participate in the voting process for which they are a candidate.
- Section II. Delegate membership will be nominated or elected by each departmental area. The number of delegates for each departmental area was determined by an approximate 20:1 ratio of employees to delegates. The approximate number of officials working at any one time was determined to be 50.
- A. Facilities 3 delegates
  - B. MSR (Membership Services Representative) 1 delegate
  - C. CSR (Customer Services Representative) 1 delegate
  - D. Intramural Sports 3 delegates
  - E. Club Sports 1 delegate
  - F. Fitness/Wellness 1 delegate
  - G. Outdoor Adventures 1 delegate
  - H. Marketing & Publications 1 delegate

- Section III. The officers will serve for a term from their election to the April business meeting, with elections taking place during the April business meeting.
- Section IV. Officers may be removed from office either:
- A. By a majority vote with 50 percent of the total delegation present, providing that all delegate members have been notified of the impeachment proceedings (a five-day [120 hours] advance notice).
  - B. By the adviser for violating the NC State Code of Conduct or improprieties.
  - C. By the adviser for dismissal or termination of RecPack employment.
- Section V. Officers may succeed themselves as long as the members of the organization elect them.

**Article X. Activities**

- Section I. Activities will include meetings, social events, professional development workshops and selecting new members.

**Article XI. By-laws**

- Section I. Executive Board election process. The process for selecting officers to serve on the Executive Board will be voted on during the April business meeting. Nominations should be submitted in writing by 5:00 p.m. Friday the week before the business meeting. The nominated candidates will have the floor for two minutes to present the reasons for supporting their candidacy. Nominations will be accepted from the floor prior to the voting process; however, these candidates will NOT have an opportunity for the floor to present reasons for supporting their candidacy prior to voting.
- Section II. Each departmental area will announce their delegate representative(s) in September of each year to serve until May.
- Section III. Bank account guidelines:
- 1. Two signatures will be required for the bank account, the secretary/treasure and another officer will sign off on any bank account withdrawals.
  - 2. The Directors of Campus Recreation and CCFO will need to approve all transactions.