

# Undergraduate Zoology Club Constitution

## Article I

### Name & Purpose

#### Section 1

This organization shall be known as the Undergraduate Zoology Club.

#### Section 2

The purpose of this club shall be to promote the general study of animals and the environments that they inhabit, to support the Zoology department at NC State University, and to provide information about possible applications of a degree in Zoology.

## Article II

### Membership

#### Section 1

Membership shall be open to all regularly enrolled university students who are interested in the study of animals.

#### Section 2

Membership shall be open to anyone who pays dues for the semester.

## Article III

### Officers

#### Section 1

The elective officers for this club shall be the president, vice president, secretary, treasurer, publicity chair, activities coordinator, sergeant-at-arms and webmaster. The duties of the officers will be as follows:

#### President

- Direct general body meetings and provide final approval on all decisions regarding guest speakers, activities, etc.
- Delegate authority to other officers as needed.
- Arrange reservations for meeting rooms.

#### Vice President

- Assist president with duties of office, including but not limited to planning of general body meetings.
- Preside over meetings in the event that the president is absent.
- Supervise officers to ensure fulfillment of their duties.
- Contact guest speakers and serve as liaison.

#### Secretary

- Assist in organizing speakers or discussion forums.
- Maintain the listserv and add or remove members as necessary.
- Announce upcoming meetings to the club listserv.
- Take minutes at meetings and send them to members via the listserv.
- Prepare brief summaries of discussions and presentations to make available to members via the listserv and/or the website.

#### **Treasurer**

- Manage all affairs of the treasury, including keeping account of yearly appropriations, allotment of funds to activities and committees, and regular balance of available funds.
- Oversee fund-raising and committees formed for such purposes.
- Finalize budgets submitted by officers and committees.

#### **Publicity Chair**

- Organize and oversee affairs of the publicity committee, including but not limited to flyering, chalking, tunnel painting, and class announcements.
- Coordinate financial needs of the committee with the treasurer.

#### **Activities Coordinator**

- Organize social and service activities throughout the year.
- Assist in organizing group trips for academic enrichment purposes.
- Organize and oversee committees as needed to prepare for club activities.

#### **Sergeant-at-Arms**

- Attend regular meetings of the Agri-Life Council.
- Serve as liaison between the club and pertinent government affairs.
- Understand the bylaws of the organization and advise the president on legal issues related to club activities.

#### **Webmaster**

- Maintain the club webpage.
- Post information provided by the secretary, such as meeting dates, a list of the standing officers and contact information, and a calendar of planned activities.
- Update the webpage as needed.

#### **Section 2**

The officers shall be elected by the club members to serve a term of one year, beginning in the fall semester of each school year.

## **Article IV**

### **Dues**

#### **Section 1**

Dues of five dollars shall be collected over the first few meetings .

## **Article V**

### **Amending the Constitution and by-laws**

#### **Section 1**

Amendments to the constitution or by-laws shall be presented by members of the club in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member for the proposed amendments. A majority of 2/3 for the members present and voting shall be required.

## **Article VI**

### **Meetings**

#### **Section 1**

The club shall meet bimonthly for regular meetings, or as determined by the club membership each year.

## **Article VII**

### **Committees**

#### **Section 1**

The club shall make provision for any standing committees needed and/or for forming any special committees when needed.