

Constitution of Minnesota State University, Mankato  
Early Childhood & Elementary Education (ECEE) Club

Article I---- Name of Organization

The name of this organization shall be Early Childhood & Elementary Education Club.

Article II---- Statement of Purpose

Section 1. It is the responsibility of the ECEE Club to uphold the student code of the educational mission of Minnesota State University, Mankato.

Section 2. The purpose of this organization shall be: To encourage the development of students in Early Childhood & Elementary Education through awareness of the rights and needs of children and their families and how these needs can be met by professional people trained in Early Childhood & Elementary Education.

Article III---- Membership

Section 1. The MNSUM-ECEE Club must accept new members without regard to sex, race, religion, national origin, disability, or sexual preference.

Section 2. Membership is limited to enrolled students of Minnesota State University, Mankato.

Article IV---- Finances

Section 1. The ultimate responsibility for financial obligations of MSUM-ECEE Club rests with the membership.

Section 2. All funds shall be expended only by the Treasurer and the President.

Article V---- Officers

Section 1. Elected officers shall be the President, Vice-President, Secretary, Treasurer, Historian, and Chairs.

Section 2. Appointed officers/chairs shall be members of the committees.

Section 3. Duties of officers/chairs (see Bylaws)

Article VI---- Executive Board

Section 1. Voting members of the executive board shall consist of the President, Vice-President, Secretary, Treasurer, and Historian.

Section 2. Ex-officer members of the student organization shall consist of faculty advisors and shall be non-voting.

#### Article V---- Advisors

Section 1. The MSUM-ECEE Club will have an advisor(s) registered with the Department of Student Activities.

Section 2. Any full time administrative and instructional faculty and career service staff may serve as an advisor to MSUM-ECEE Club.

Section 3. The Student Organization shall select a faculty advisor(s) who has consented to serve as advisor of the Student Organization and who is in agreement with the purpose of the Student Organization and is interested and knowledgeable in early childhood and elementary education.

Section 4. The advisor's duties and responsibilities shall be:

- A. As stated in current university regulations.
- B. To be an ex-officer member of the Executive Board.

Section 5. The advisor of the Student Organization shall be affirmed:

- A. As stated in the university regulations.
- B. By a simple majority vote of the members present at the annual election meeting.

Section 6. The term of service shall be one year and may be renewed by the same selection procedure.

#### Article VIII----Meetings

Section 1. Regular meetings shall be held monthly as determined by the membership at the September meeting.

Section 2. The Student Organization shall have not less than one meeting each month September through April.

Section 3. Provisions shall be made for regular meetings.

- A. At the April meeting, provisions shall be made for the following September meeting.
- B. At the September meeting, provisions shall be made for regular meetings during the academic year.

Section 4. Special meetings shall be called by any member of the executive board and shall notify two weeks prior to the meeting by phone call, letter, e-mail, or in person.

## Article IX---- Method of Amend the Constitution

Section 1. The constitution shall be amended by:

- A. Presenting the proposed amendment(s) in writing to the members not less than fourteen days before voting at a regular meeting, on the amendment(s).
- B. A two-thirds affirmative vote by members present shall be necessary to amend constitution.

Bylaws of Minnesota State University, Mankato  
Early Childhood & Elementary Education (ECEE) Club

Bylaw I. Membership

A. Members shall:

1. Be those individuals listed on the official roster as enrolled in the university, but shall not include individuals having faculty status.
2. Honor all limitations and restrictions imposed by the constitution of the club.

Bylaw II. Officers

A. There shall be a President, Vice-President, Secretary, Treasurer, and Historian.

B. Duties and powers shall be specified by this constitution and bylaws including attendance at meetings of MSUM-ECEE Club, service on at least one committee, and indicated by the parliamentary authority as responsibility of these officers.

1. The President shall:

- a. Call and preside at all regular Student Organization meetings
- b. Appoint all committees and committee chairpersons
- c. Have signature authority for expending funds
- d. Be responsible for the general development of the student organization

2. The Vice-President shall:

- a. Assume the roll of the President in his/her absence
- b. Act as activities chairperson for the student organization
- c. Assist the President with general development of the student organization
- d. Collect and alphabetize the membership forms while working with the Treasurer to record paid and non-paid members.

3. The Secretary Shall:

- a. Record and read at each meeting the minutes of the regular or special meeting
- b. Record the minutes of the Executive Board meetings
- c. Submit the Recorded minutes and notes to the President within one week (in a printed word document form)
- d. Submit a list of Student Organization officers to the Department of Student Activities as directed

in the current MSUM Organizations and Activities regulations. (Student Leadership Office)

4. The Treasurer shall:
  - a. Keep records of all funds collected and expended and make a report of the records at the club meetings
  - b. Collect membership fees (\$5.00) from each member and make a checklist of paid and non-paid members
  - c. Receive approval and signature of the President before any money is expended.
  - d. Submit the recorded funds at the end of each semester to the President (in a printed document form)
5. The Historian shall:
  - a. Take pictures and record events that the student organization participates in throughout the year.
  - b. Update scrapbook to maintain an ongoing record about the student organization

- C. A vacancy in an officer shall be filled to complete the current term in the following manner:
  1. A vacancy in the office of the President shall be immediately filled by the Vice-President
  2. A vacancy in any other officer position shall be filled at the next regular meeting by the election process. Interviews can be conducted to narrow the candidates down to three.
- D. Recall of an officer may be accomplished in the following manner:
  1. A petition must be submitted to the Executive Board requesting the recall of an officer and bearing the signature of 20% of the club membership.
  2. The Executive Board must bring the issue to a vote of the members at a regular meeting or a special meeting called for this purpose.
  3. The members have fourteen days notice of recall votes.
  4. A 75% affirmative vote of the membership shall be necessary for recall.
- E. Any member of the Student Organization is eligible to hold office.

### Bylaw III. Committees

- A. Committees shall be appointed by the President to serve such needs as deemed necessary.
- B. Should the Executive Board deem it necessary it may terminate any committee assignment by a simple majority affirmative vote. Reasons for board member removal consists of his/her responsibilities/duties.

C. The role of the Executive Board is to make decisions for or about the Student Organization and its activities deemed necessary by the President.

1. The Craft Committee Chairperson Shall:

- a. Lead his/her committee to create and/or develop a craft that early childhood or elementary education students would make in the classroom.
- b. Appoint committee members to research craft projects
- c. Appoint committee members to prepare craft materials for the club meeting.
- d. Submit a materials fund for approval if needed to the Treasurer to be approved by the President.
- e. Appoint committee members to teach the craft to the club at the meeting.
- f. Take attendance of committee members if special craft committee meetings are held.
- g. Submit an attendance form at the end of each semester to the President.

2. The Social Event Committee Chairperson shall:

- a. Lead his/her committee to organize and plan a social event that brings together the members of the ECEE Club.
- b. Appoint committee members to research activities by calling businesses if necessary.
- c. Appoint committee members to make advertisements to place on the ECEE bulletin board, for mass e-mails, and at meetings.
- d. Submit a materials fund for approval if needed to the Treasurer to be approved by the President.
- e. Appoint committee members to notify the club about the upcoming social events at the meeting.
- f. Take attendance of committee members if special social event committee meetings are held.
- g. Submit an attendance form at the end of each semester to the President.

3. The Fundraiser Committee Chairperson shall:

- a. Lead his/her committee to develop and organize fundraisers for our ECEE Club.
- b. Appoint committee members to research fundraising ideas in the community.
- c. Appoint committee members to call, e-mail, or write businesses explaining our club's desire for a fundraiser.

- d. Submit funds collected from fundraisers to the Treasurer to be approved by the President.
  - e. Appoint committee members to notify club members at the meeting.
  - f. Take attendance of committee members if special fundraising committee meetings are held.
  - g. Submit an attendance form at the end of each semester to the President.
4. The Library Committee Chairperson shall:
- a. Organize a time and day for Library Reading Nights at the Blue Earth County Library prior to the academic year beginning.
  - b. Describe the dedication and help needed for readers at the club meetings.
  - c. Be present at all library reading nights or find a substitute that will take attendance in your absence.
  - d. Take attendance of library readers each week.
  - e. Submit an attendance form at the end of each semester to the President.

#### Bylaw IV. Elections

- A. Time and method of election of officers in terms office shall be specified herein:
  - 1. The election of officers shall take place at the first meeting in the month of April.
  - 2. Nominations for each position shall be accepted from the floor at the March meeting.
  - 3. Candidates to be elected must receive a majority of the votes of the members present at the meeting.
  - 4. In the event of a tie vote, a runoff election of the two top candidates shall be held. Balloting shall continue until one receives the majority of the votes.
  - 5. The new officers/chairs shall take office following the election meeting. The term of office will be the year following.
  - 6. An officer may not serve more than two consecutive terms in the same office.
- B. Qualification of voters:
  - 1. Voters must be members of the Student Organization

#### Bylaw V. Method to Amend Bylaws

- A. The Bylaws may be amended by:
  - 1. Presenting the proposed amendment(s) in writing to the members not less than fourteen days before voting at a regular meeting on the amendment(s).

2. A two-thirds affirmative vote by the present members shall be necessary to amend the constitution and/or bylaw.