

MINNESOTA STATE UNIVERSITY, MANKATO  
CONSTITUTION OF THE MINNESOTA STATE UNIVERSITY, MANKATO  
EASTERN EUROPEAN – EURASIAN STUDENT ORGANIZATION

ARTICLE 1  
NAME OF ORGANIZATION

The name of this organization shall be the Minnesota State University, Mankato Eastern European Student Organization (MSU EESO).

ARTICLE II  
STATEMENT OF PURPOSE

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

Section 2. The purposes of the MSU EESO shall be: To represent the students of Eastern Europe who are enrolled at MSU, Mankato, and to create an awareness of Eastern European cultures and languages, within the university and general community

ARTICLE III  
MEMBERSHIP AND PARTICIPATION

Section 1. The MSU EESO must accept new members according to Title VII of the 1964 Civil Rights Act. This includes groups that are based on: race, religion, color, veteran's status, national origin, sex, sexual preference, age, marital status, physical disability, mental disability, status due to receipt of public assistance or inclusion in any other group or class mentioned in Title VII.

Section 2. Membership is open to any student at Mankato State University-Minnesota who is interested in the Eastern European area and who would like to learn more about the region's cultures and languages.

Section 3. Participation is open to any individual from an outside community who is interested in the Eastern European area and who would like to learn more about the region's cultures and languages.

ARTICLE IV  
FINANCES

Section 1. The ultimate responsibility for financial obligations of MSU EESO rests with the membership.

Section 2. Annual membership dues shall be established by the MSU EESO Officers.

Section 3. All funds shall be expended only by the Treasurer and the President.

ARTICLE V  
OFFICERS

Section 1. Elected MSU EESO 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 MSU EESO executive board shall consist of the President, Vice-President, Secretary, Treasurer, and Historian.

Section 2. Ex-officio members of the MSU EESO shall consist of faculty advisors and shall be non-voting.

ARTICLE VII  
ADVISORS

Section 1. The MSU EESO 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 MSU EESO.

Section 3. The MSU EESO shall select a faculty advisor(s) who has consented to serve as advisor and who is in agreement with the purpose of the MSU EESO.

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

- A. As stated in current university regulations.
- B. To be an ex-officio member of the E MSU EESO Executive Board.

Section 5. The advisor of the MSU EESO 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 MSU EESO shall have not less than one meeting each month September through April.

- 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.
- C. Meetings and gatherings will be scheduled to create a sense of community among members and to expose them to the culture and languages of the Eastern European regions.
- D. The MSU EESO shall sponsor events at Mankato State University-Minnesota campus, such as art shows and keynote speakers, to inform the community about the culture of the Eastern European area.
- E. The MSU EESO shall sponsor events to help students who are from the Eastern European area adapt to the culture and life of the United States.

Section 3. Special meetings may be called by any member of the executive board by notifying the membership two weeks prior to the meeting by phone call, letter, e-mail, or in person.

ARTICLE IX  
READING OF THE CONSTITUTION

Section 1. The constitution shall be distributed to all members at the first meeting of each year. Should a new member join at a different point during the year, they shall be given a copy of the constitution upon attending their first meeting.

ARTICLE X  
METHOD OF AMENDING 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.

BY-LAWS OF MINNESOTA STATE UNIVERSITY, MANKATO  
EASTERN EUROPEAN STUDENT ORGANIZATION  
Approved \_\_\_\_\_

BY-LAW 1  
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.

BY-LAW 2  
OFFICERS

- A. There shall be a President, Vice-President, Secretary, Treasurer, and Historian.
- B. Any member of the MSU EESO is eligible to hold office.
- C. Duties and powers shall be specified by this constitution and bylaws including attendance at meetings of MSU EESO, 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 MSU EESO meetings
    - b. Appoint all committees and committee chairpersons
    - c. Have signature authority for expending funds
    - d. Be responsible for the general development of the MSU EESO
  2. The Vice-President shall:
    - a. Assume the role of the President in his/her absence
    - b. Act as activities chairperson for the MSU EESO
    - 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 MSU EESO 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 MSU EESO officers to the Department of Student Activities as directed in the current MSUM Organizations and Activities regulations. (Student Leadership Office)
  - e. Carry out any correspondence of information concerning the organization
4. The Treasurer shall:
- a. Keep records of all funds collected and expended and make a report of the records at the MSU EESO meetings
  - b. Collect MSU EESO annual 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 MSU EESO participates in throughout the year.
  - b. Update scrapbook to maintain an ongoing record about the student organization
- D. A vacancy in an officer position 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.
- E. 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.
- F. Together, the officers constitute the ECEE Club Executive Board. The role of the Executive Board is to make decisions for or about the Student Organization and its activities deemed necessary by the President.

### BY-LAW III COMMITTEES

- A. Committees shall be appointed by the President to serve such needs as deemed necessary.
- B. Any member of the MSU EESO is eligible to serve on a committee.
- C. 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 neglect of his/her responsibilities/duties.
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 MSU EESO.
    - b. Appoint committee members to research activities by calling businesses if necessary.
    - c. Appoint committee members to make advertisements to place on the MSU EESO 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 the MSU EESO.
  - 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.

#### BY-LAW IV ELECTIONS

- A. Time and method of election of MSU EESO officers in terms office shall be specified herein:
1. Nominations for each position shall be accepted from the floor at the March meeting.
  2. The election of officers shall take place at the first meeting in the month of April.
  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.

BY-LAW V  
VOTING

- A. Voters must be members with up-to-date dues paid to the organization.
- B. A quorum necessary for voting consists of all those members with up-to-date dues who are present at the meeting.

BY-LAW VI  
METHOD TO AMEND BY-LAWS

- A. The MSU EESO 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 bylaws.