

Linguistics Club Constitution

Drafted on: 9/29/2011

Article One

Name of Organization

The name of this organization shall be "Linguistics Club."

Article Two

Purpose of Organization

The purpose of the Linguistic Club shall be:

- A. To promote fellowship among members of George Mason's linguistics community.
- B. To provide a forum for members of George Mason's linguistics community to participate in language oriented activities.
- C. To provide a network of communication for members of George Mason's linguistics community.
- D. To promote the interests of those studying linguistics at Mason.
- E. To disseminate information about opportunities available for linguists.
- F. To assist club members in finding internships and jobs in linguistics.
- G. To provide a means to host and promote events in linguistics at Mason.
- H. To be a bridge between Mason's linguistics community and other academic communities.

Article Three

Membership

- A. Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex or age.
- B. Membership shall be open to all currently enrolled George Mason University students interested in linguistics and having a minimum cumulative grade point average of 2.0.
- C. Membership shall be bestowed upon the candidate upon the submission of basic information about the student, including his/her name, class standing, major, and email address.
- D. There are three types of membership available: active membership, associate membership, and honorary membership.
- E. Any person who is an enrolled GMU student, with a cumulative grade point average of at least a 2.0 and in good academic standing with the university, who officially signs up for membership, and attends a minimum of two meetings a semester will be recognized as an active member.
- F. Any person who is a faculty or staff member at George Mason, who is a community member, or is a student at an institution other than Mason and who signs up for membership will be recognized as an associate member.
- G. Any person who is an alumnus of George Mason University and who signs up for membership will be recognized as an honorary member.
- H. All active members are allowed to participate in all club activities, propose amendments, be nominated for office, nominate candidates for office, hold office, and vote in elections.
- I. All associate members are allowed to participate in all club activities except propose amendments, be nominated for office, nominate candidates for office, hold office, and vote in elections.
- J. All honorary members are allowed to participate in all club activities except propose amendments, be nominated for office, nominate candidates for office, hold office, and vote in elections.
- K. Members may be removed with the unanimous agreement of the executive committee and a 2/3 vote of the full membership of the organization.

Officers

- A. Duties and powers of the President shall be to:
 - 1. Preside over all meetings.
 - 2. Ensure that other officers perform their duties.
 - 3. Ensure that the club constitution is adhered to.
 - 4. Appoint members to attend meetings of policy including mandatory Office of Student Activities Meetings.
 - 5. Attend meetings of policy including mandatory Office of Student Activities Meetings.
 - 6. Appoint members to attend mandatory meetings for club recognition.
 - 7. Attend mandatory meetings for club recognition.
 - 8. Appoint members to the election committee at the February meeting.

- B. Duties and powers of the Vice President shall be to:
 - 1. Assist the President in his/her duties.
 - 2. Preside at meetings in the President's absence.
 - 3. Plan, organize and coordinate club events.
 - 4. Assume all duties and powers of the President in the absence of the officer.
 - 5. Maintain social network presence.

- C. Duties and powers of the Treasurer shall be to:
 - 1. Maintain accurate financial records of all club funds.
 - 2. Ensure that all University funding rules are followed.
 - 3. Complete all necessary paperwork for the club to receive funding in a timely manner.
 - 4. Prepare a financial report for each meeting.
 - 5. Plan, organize and coordinate fundraising activities.

- D. Duties and powers of the Secretary shall be to:
 - 1. Record minutes at all meetings and distribute at following meetings.
 - 2. Keep attendance.
 - 3. Keep the Linguistics Club Binder orderly and up to date.
 - 4. Send appropriate acknowledgements.
 - 5. Review the constitution once during the first semester of their term for grammatical errors.
 - 6. Send weekly emails to all group members with reminders and information on upcoming events.
 - 7. Send an email following each monthly meeting to all members of that month's minutes.

- E. Duties and powers of the Webmaster shall be to:
 - 1. Collect information to be posted on the website.
 - 2. Update the website at least once a month.
 - 3. Maintain social networking presence.
 - 4. Coordinate the club's email account.

- F. Duties and powers of all Officers shall be to:
 - 1. Hold office for three consecutive semesters: the summer semester immediately following their election, and the following fall semester and spring semester.
 - 2. Review the constitution once during the first semester of their term for amendments.
 - 3. Meet at least three times per semester.

Advisor

- Section 1: The primary advisor shall be a member of the faculty or staff at George Mason University.
- Section 2: The advisor shall be selected by the executive committee.

Section 3: The advisor may be removed of his/her duties by the executive committee or by resignation.

Section 4: The advisor may offer guidance and support for the organization, but the advisor may not propose amendments, be nominated for office, nominate candidates for office, hold office, or vote in elections.

Article Five **Elections**

- A. The nominations and elections of the officers shall be held at the March meeting.
- B. Only active members may run for office, and any member may nominate a candidate and second a nomination.
- C. Each nominee will be allotted time at the March meeting to present their qualifications for office.
- D. Secret ballots will be used for voting purposes and will be handed out after the March meeting. The ballots will then be collected and tallied by the election committee, which will be a committee comprised of 3 volunteers who are not running for office.
- E. Each active member may vote once in each election.
- F. In the event of a tie, a runoff election will be held immediately after the March meeting. Secret ballots will also be used in the runoff election, and the ballots will be collected and tallied by the election committee.
- G. The period of time between the elections and the last day of spring semester shall be a transition period to allow the new officers to become familiar with their duties. On the last day of spring semester, the newly elected officers officially take office.

Article Six **Meetings**

Section 1: The club will meet at least three times per semester decided upon by majority vote of the officers at the beginning of the semester.

Section 2: The officers will have a separate meeting at least three times a semester at a time decided upon by majority vote of the officers at the beginning of the semester.

Section 3: The President will preside over all meetings. Quorum shall consist of a simple majority of the active membership plus one officer. Special meetings may be called with a $\frac{1}{3}$ vote of the full membership. Robert's Rules of Order shall be used.

Article Seven **Finance**

The amount of dues and the method of collection will be decided by a majority vote of the executive officers at the beginning of each semester for semi-annual dues or the beginning of each school year for annual dues.

Article Eight **Amendments**

Section 1: Amendments may be proposed by any active member at any meeting and ratified by a $\frac{2}{3}$ vote of the active members present.

Section 2: The office of Student Activities must review all amendments in the same manner as a completely new constitution.

Article Nine **Ratification**

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and the Assistant Director for Recognized Student Organizations.