

# **CONSTITUTION FOR BUSINESS LEADERS OF STONY BROOK**

## **ARTICLE I - Name**

The name of this organization shall be “Business Leaders of Stony Brook.” This name will be used to register the organization with the Department of Student Union and Activities. Business Leaders of Stony Brook has no outside affiliation; however, in the event that this status changes in the future, the names and charters of all outside organizations with which this organization is affiliated will be attached to this constitution in the appendix.

## **ARTICLE II - Purpose**

Business Leaders of Stony Brook is an undergraduate campus club devoted to helping students with an interest in business transitioning from school to the workplace. Our focus is to help our members and other students build personal skills that will lead to success in the highly-competitive job market. We provide a community setting where business students can join together and help each other in developing interpersonal skills, future plans, and the direction for our lives into the future. We provide a forum for more experienced students to help mentor those who have just begun their journey into the career path of business. In addition, we will host, promote, and attend a series of events and workshops designed to introduce and improve the 'soft skills' that are necessary in today's business world and cannot be taught in any class.

## **ARTICLE III - Membership**

- a. All members must be currently registered, undergraduate matriculated students of SUNY at Stony Brook.
- b. No person shall be denied membership or office because of sexual preference, national origin, race, sex, and physical disability, political or religious beliefs.

## **ARTICLE IV - Officers**

## **Section 1**

**All nominees for organization board positions must have a minimum cumulative index of 2.0 and, if elected, must maintain a cumulative index of at least 2.0, and must be registered for the semester(s) during which they are to serve. All officers shall serve for one year and may be re-elected for one additional year as long as they maintain a cumulative index of 2.0 and are registered each semester.**

## **Section 2**

- a. The President shall be the official representative of the organization; he/she shall also be a non-voting ex-officio member of all committees of the organization except the election committee.
- b. The President shall have the power to convene and preside over the meetings of the executive board and the general membership and prepare the agenda for the meetings of the executive board and the general membership. The President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.

## **Section 3**

The Vice-President shall be required to see that standing committee chairpersons are fulfilling their duties. The Vice-President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board. If the President is unable to perform his/her duties (due to impeachment, leave of absence or resignation), the Vice-President shall assume the position of President.

## **Section 4**

- a. The Finance Manager (known to the University as the 'Treasurer') shall keep a detailed record of all monies allotted to the organization. The Finance Manager shall also submit all payment requests.
- b. Each month the Finance Manager shall perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board. The Finance Manager shall assume the position of Vice-President in the event that the Vice-President is unable to perform his/her duties (due to leave of absence,

resignation or assumption of the presidency). A new Finance Manager will be elected in a special election called by the President if a vacancy occurs in this office.

## **Section 5**

The Administrator (known to the University as “Secretary”) shall take minutes and attendance of all meetings and maintain an up-to-date active voting membership roster.

A new Administrator will be elected in a special election called by the President if a vacancy occurs in this office.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1**

- a. The member of the executive board shall be the President, Vice- President, Finance Manager and Administrator.
- b. The total membership of the executive board shall not exceed four members of the organization except by amendments to this constitution.

### **Section 2**

All executive board meetings shall be conducted according to “How to Run an Effective Meeting” by Barry L. Shoop, Ph.D., except where expressly provided for in this constitution.

### **Section 3**

The President shall be the chairperson and presiding officer of the executive board.

## **ARTICLE VI - MEETINGS**

### **Section 1**

This organization shall hold an Annual General Meeting (AGM) each year during the first two weeks of April. The Candidates for Executive Board positions will make their arguments for why they should be elected and will address any and all *pertinent* questions

from the general body. The general assembly will then vote for each position separately by secret ballot. The results will then be tallied and announced at the same AGM. Any Amendments to this Constitution that have been submitted may also be debated by the general assembly and then voted on by secret ballot. This meeting will be conducted according to “How to Run an Effective Meeting” by Barry L. Shoop, Ph.D.. The exact date of this meeting will be decided at an executive board meeting at least one month in advance.

## **Section 2**

All business not conducted at the AGM will be conducted by the Executive Board at a regularly scheduled weekly meeting. Motions may be informally presented in written form (either letter or email) by any individual in the general membership to one of the executive board members, who will present this motion at the next monthly meeting.

## **Section 3**

All meetings of the executive board and general membership (including the AGM) must have an agenda, and three (3) school days prior of the meeting must be given to all executive board members. For the AGM this agenda must include what items will be voted on and who the candidates will be for the various positions, and this must be given to every voting member of the organization.

## **Section 4**

The President must convene a meeting of the general membership within a reasonable amount of time if such a meeting is initiated:

- a. by a majority vote of the voting members present at a regular or special meeting;
- or
- b. upon a petition signed by one -third (1/3) of the active voting membership.

## **Section 5**

In case of emergency, any member of the executive board may convene a previously unscheduled meeting of the executive board, as long as all board members are present at this meeting.

## **ARTICLE VIII - ELECTIONS**

### **Section 1**

Elections of the Executive Officers will take place as stated above at the Annual General Meeting.

### **Section 2**

No person shall seek the position of President, Vice-President, Administrator or Finance Manager unless he/she has been a member of this organization for two semesters prior to the semester when he/she would assume office.

### **Section 3**

All officers must be elected by majority vote during the annual Student Government Senate election period. Elections must be held no later than May 1<sup>st</sup>. New officers will assume their positions on June 1<sup>st</sup>.

- a. Nominations must be submitted at least five (5) school days before the elections are to take place.
- b. Elections shall be by majority vote of the active voting members present whose names appear on the membership roster.

## **ARTICLE IX - -IMPEACHMENT**

### **Section 1**

Any officer of the club may be brought up on impeachment charges if he/she is acting detrimentally to the organization or he/she has significant disregarded the major responsibilities of his/her office.

### **Section 2**

If a list of charges, signed by three-fourths (3/4) of the officers, is submitted to the President he/she must call for impeachment proceedings. If the President is being brought up on charges, the petition shall be submitted to the Vice-President.

Upon receipt of the petition, the President shall suspend the officer and prevent him/her from exercising all powers and voting rights pending the outcome of the impeachment proceedings.

### **Section 3**

If a list of charges, signed by two-thirds (2/3) of the active members is submitted to the President, he/she must call for impeachment proceedings (see section two (2) for remaining steps).

### **Section 4**

After proper impeachment proceedings, the officer(s) so charged may be impeached by 3/4 vote of organization members. If impeachment passes, the officer shall be removed from his/her position.

### **Section 5**

Special elections:

- a. upon impeachment or resignation of
  1. President - the Vice -President assumes the Presidency and a special election is held for Vice-President within a one month period.
  2. Other officers - a special election will be held within a one month period.

Voting for special elections may be done by email or letter if a general assembly cannot be convened within one month.

## **ARTICLE X - AMENDMENTS**

### **Section 1**

Amendments to this constitution may be introduced from the floor and must be submitted to the Administrator in writing.

### **Section 2**

The entire voting membership shall be notified in writing at least five (5) school days prior to the vote on the proposed amendment.

### **Section 3**

A two-third (2/3) vote of the active membership is necessary for the passage of an amendment.

## **ARTICLE XI - DISSOLUTION**

In the event of the dissolution of this organization, all university-provided, accrued funds and assets shall revert to the Undergraduate Student Government.