

Michigan State University
Zoological Students Association
Updated Fall 2018

Constitution

Article I: Name and Purpose

Section 1: The name of this organization shall be the Michigan State University Zoological Students Association.

Section 2: The purpose of this organization shall be to unite MSU students by providing social, community oriented, and educational interactions that discuss and represent various topics in all areas of zoology and other related fields.

Article II: Membership

Section 1: The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. Also, only MSU students may be officers and/or voting members.

Section 2: Membership in the ZSA is open to all MSU students, regardless of race, religion, ethnic origin, gender, age, political affiliation, sexual preference, disability status, height, weight, veteran status, or marital status. Only MSU students shall be members of the ZSA.

Section 3: To remain a member in good standing, one must;

- a. Be a registered MSU student.
- b. Pay dues in full and on time.
- c. Attend 1 social event, 1 community service event, and 1 fundraising event.

Membership status shall be reviewed at the end of each semester. A list of members in good standing shall be maintained by the Vice President and shall be available upon request.

Section 4: A graduating senior must be a member in good standing and be a member in one of the committees. An active member will receive a pin at the last meeting for graduation.

Article III: Club Year

Section 1: The club year shall run August through May.

Article IV: Officers

Section 1: There shall be an Executive Board whose duties shall be:

a. To serve as club liaisons to the Zoology Department, the College of Natural Science, and Michigan State University.

b. All Executive Board members are required to come to all meetings and functions unless they have a valid excuse.

Section 2: There shall be a President, whose duties shall be:

a. To convene, preside over, and adjourn all meetings.

b. To monitor the progress and activities of standing committees.

c. To arrange speakers and activities for meetings.

d. To plan a trip for both fall and spring semester.

e. To have the authority to discharge any executive board member who is not fulfilling their duties.

Section 3: There shall be a Vice President, whose duties shall be:

a. Maintain a list of the status of membership of all members.

b. Assist the President with his or her planning.

c. Act as the President in the absence of the President.

Section 4: There shall be a Treasurer, whose duties shall be:

a. Be responsible for the collection and distribution of Association money.

b. Manage the finances of the Association in the Michigan State University Federal Credit Union account.

c. Keep accurate records of the Association's funds.

Section 5: There shall be a Public Relations / Secretary, whose duties shall be:

a. To supply minutes, announce events, and updates through e-mail and/or Facebook.

b. To respond to inquiries via email.

c. To be responsible for the documents and records of the Association.

d. To be responsible for maintaining a list of alumni.

Section 6: There shall be a Fundraising Chair, whose duties shall be:

a. To organize and manage fundraising events to raise money for general use by the Association and semester donation.

b. There shall be at least two fundraising event each semester.

c. To research ideas for fundraising events

d. To initiate the formation of and chair any committees necessary for the organizing of the events.

Section 7: There shall be a Social Chair, whose duties shall be:

a. To maintain and update Association's bulletin boards and displays.

b. To be responsible for publicizing any and all upcoming events.

c. To be responsible for organization of all group social activities.

d. There shall be at least two social events each semester.

- e. To be responsible for refreshments at appropriate Association events.
- f. Must give receipts to treasure before event for reimbursements.
- g. Events shall be non-alcoholic (ex: game night, ice skating, movies, lunches, cider mill, haunted house, picnics, BBQ, tie dye, pumpkin carving, athletic events, camping, and dinners).
- h. All dates for events shall be announced to the Association at least two weeks before the event.
- i. Initiate the formation of and chair any committees necessary for the organizing of the events.

Section 8: There shall be a Services and Outreach Chair, whose duties shall be:

- a. To organize educational and volunteering events in the community.
- b. There shall be at least two service event each semester.
- b. Initiate the formation of and chair any committees necessary for the organizing of the events.

Section 9: There shall be a Webmaster, whose duties shall be:

- a. Responsible for maintaining and updating the Association's website and Facebook page.

Section 10: Any member expressing interest in becoming an Executive Board member will be considered spring semester of each club year. Members of the executive board will vote for the members of the Executive Board.

Section 11: Any vacant positions shall be filled by an election and majority vote.

Section 12: Positions can be combined or separated.

Article V: Operating Procedures

Section 1: Meetings shall be held every Tuesday at 7:00pm. Meeting style is relaxed. Meetings shall be held at least twice a month, except to avoid conflict with holidays or final exams. A majority vote would also decide additional meetings.

Section 2: The order of meetings shall be:

- a. Call to order
- b. Officers' reports
- c. Old business
- d. New business
- e. Speaker/program
- f. Adjournment

Article VI: Advisor

Section 1: The Association will have at least one Department of Zoology faculty or staff advisor at all times. The advisor is encouraged, but not required to attend club functions.

Article VII: Amendments to this constitution

Section 1: Any member in good standing may propose an amendment at any time.

Section 2: Executive board members will vote on new amendments.