Global Cultures and Services Organization Constitution

Shippensburg University

Last Updated: 13 March 2024

Ratified: Not yet ratified

**Article I – Name**

The name of this organization shall be the Global Cultures and Services Organization of Shippensburg University.

**Article II – Purpose**

The purpose of this organization is to promote global awareness for the campus and local community through educational, social, and community service programs.

**Article III – Membership**

**Section I - General Membership Criteria**

The Global Cultures and Services Organization is open to all undergraduate and graduate students, regardless of race, ethnicity, national origin, gender, sexual orientation, socioeconomic status, disability, religious/political affiliation, or veteran status.

1. All members are required to be in good academic standing with the University (minimum 2.0 GPA).
2. Active members must also attend at least two meetings a semester or all meetings if there are less than two held in a single semester.
3. Active members must also attend at least two programs per semester or all programs if there are less than two held in a single semester.

**Article IV- Officer Positions and Advisor**

**Section I - Officer Requirements**

The requirements to be an officer in the organization are as follows:

1. Must be a full-time or part-time undergraduate/graduate student.
2. Must be in good academic standing with the University (minimum of 2.0 GPA)
3. Must, at the time of election, be an active member.
4. In the case of the President, they must already be an active member for a semester before they are allowed to run.
5. Inactive members are not allowed to run for an executive board position.
6. In the case of the Peace Corps Prep Liaison, it is highly preferred that they are an International Development-Peace Corps Prep minor and that they plan to apply to the Peace Corps upon graduation.

**Section II - President**

The President serves as the Chief Administrative officer and shall:

1. Preside over all executive board & general membership meetings.
2. Assume overall leadership, which includes filling executive board positions.
3. Fill out any paperwork and attend any meetings required by the Student Government Association (SGA).

**Section III - Vice-President**

The responsibilities of the Vice-President are as follows.

1. In the absence of the President, the Vice-President is charged with exercising the President’s duties and responsibilities.
2. In the event of a President resigning or being dismissed, the Vice-President will serve as interim President until an election can be held.
3. Creating and sending out any necessary communication pertaining to the organization’s operations.

**Section IV - Treasurer**

The responsibilities of the Treasurer shall be:

1. Maintain an accurate record of all group finances.
2. Prepare the following year’s budget requests in conjunction with the President and Advisor.
3. Attend all Student Government Association (SGA) meetings related to student group finances.
4. It is recommended that the Treasurer be a sitting member of the Budget and Finance Committee of the SGA.
5. Process all financial payments, deposits, and requests for funds for all organization matters.

**Section V - Secretary**

The responsibilities of the Secretary shall be:

1. Maintaining an up-to-date record of all active and inactive members as well as their attendance at meetings and events.
2. Take notes and keep records of meeting agendas, minutes, and event reports and send them out to all members after a meeting is concluded.

**Section VI – Peace Corps Prep Liaison**

The responsibilities of the Peace Corps Prep Liaison, as a non-affiliate of the Peace Corps Government Agency and, within the constraints of campus outreach, shall be:

1. Collaborate with the Peace Corps Prep Program Co-Directors and Graduate Assistant, and the Regional Recruiter to promote the Peace Corps Prep Program on campus.
2. Work closely with the Peace Corps Ambassador on campus to promote the International Development-Peace Corps Prep Minor by:
3. Tabling with the Graduate Assistant at eligible on-campus events and programs.
4. Assisting the rest of the executive board in hosting events and programs related to the minor, within the permissible capacity.
5. Coordinate with the University’s Career Centre contact to organize programs that focus on Peace Corps, within the permissible capacity.

**Section VII - Role of the Advisor(s)**

1. Provide support and guidance to the executive board and organization.
2. If an advisor steps down from this role, the student group membership must procure another eligible individual(s) who is willing to take on the role.
3. The Advisor shall advise and assist the President and Treasurer with all financial concerns as required by SGA.

**Article V – Meetings**

General meetings must be held at least two times per semester. The officers will determine the day and time. The president or other officers may call special meetings as needed. Quorum for all general meetings shall consist of 2/3 of active members.

**Article VI – Elections, Emergency Appointments, and Removal of Officers**

**Section I - Time of Election and Terms**

Elections shall be held once an academic year at the end of the spring semester.

The term of an elected officer shall be one academic year. (Fall-Spring)

If an officer is elected in the middle of an academic term, they will serve until the next round of elections.

**Section II – Eligibility**

1. All active members in good academic standing (minimum 2.0 GPA) are eligible to run for an officer position.
2. For the position of President, they must be an active member for at least a semester.
3. For the position of Peace Corps Prep Liaison, it is recommended that they meet with the current officer or, if the position is vacant, one of the Co-Directors of the International Development-Peace Corps Prep Minor to discuss the position and their interest.

**Section III - Nominations**

Nominations for officer positions shall be submitted to the Secretary or President.

**Section IV – Voting**

1. All active members of the group are eligible to vote.
2. A majority vote will determine the winner.
3. If there is a tie, a second round of voting will occur to determine the winner.

**Section V – Vacancy and Emergency Appointment**

1. If an elected officer position is open, the remaining officers shall work together to accomplish the responsibilities of the vacant position until the position has been filled.
2. If the executive board so chooses, they may hold a special election to fill the position for the remainder of the academic year.
3. In the event the executive board does not have enough officers to function, the advisor may appoint interim officers to maintain the organization’s ability to function.

**Section VI –Impeachment and Removal of Officer**

1. An officer may be removed from their position for infringements of the organization’s Constitution, including failure to fulfill their duties, inappropriate conduct, or violating the Swataney Student Handbook.
2. To initiate the proceedings, a written statement outlining the alleged improprieties must be submitted to the rest of the executive board and Advisor(s).
3. The statement must include the respondent officer’s name, position, student email
4. The name, position, and student email of the person submitting the complaint
5. If the officer being impeached is the President, the Vice President will be charged with conducting the process, with the advisor's guidance.
6. The Executive Board will notify the officer of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.
7. A meeting of the general membership will be held for the removal proceedings. At this meeting, the individual(s) filing the complaint and the charged officer will both have an opportunity to present their case.
8. A two-thirds vote of the active general membership shall be required to vote in favor of the removal. If the vote for removal passes, the officer in question is thereby removed from their position and will be unable to run for an officer position for a full academic year starting from the removal date.

**Article VII – Amendments**

Any active member is allowed to propose an amendment to the constitution. They must submit their amendment suggestion and brief reasoning in writing to the secretary. A general meeting will be held to discuss the proposed amendment, and a vote will be conducted to pass or strike the proposal. Quorum must be met to vote and pass the amendment

**Article VIII - Ratification**

All members and the Advisor(s) of the organization must be provided with a copy of the proposed Constitution to review and be able to vote in the next general meeting. A 2/3 vote in favour of the ratification is required to ratify the document.