



Constitution of the Cairn Computer Science/Information Systems Club at Cairn University
CodeNet
Est. 2018

ARTICLE I: NAME

The name of this club shall be the Cairn University **CodeNet**

ARTICLE II: PURPOSE

CodeNet exists to establish a community that inspires students with challenging projects and lessons that benefit not only the students constituting the club but the Greater Philadelphia Area and the Cairn community as a whole. Additionally, the club exists to expand member's knowledge and relevance in the technology industry by providing the aforementioned projects and networking opportunities that instigate learning and field presence. Hands-on projects and interactions with technology professionals will be the primary gateway to accomplish its goals.

ARTICLE III: MEMBERSHIP

- A. *Eligibility*: All undergraduates that are truly interested in technology. These individuals must show willingness to work with others and desire to expand, discover, interact, and learn new knowledge. Additionally, students must maintain at least a 2.5 GPA.
- B. *General Membership*: General membership given to all incoming undergraduates that fulfill the bellow established requirements. Once integrated in the club, these individuals must demonstrate sincere interest in learning and working with others by participating in the club's activities and engaging with the opportunities offered.
- C. *Active Membership*: Active members receive all updates and necessary information pertinent to the club and the Cairn Community. Active members are those who consistently attend meetings and address the officers when unable to. Additionally, active members must have good conduct and interactions in all sessions. Finally, these must

maintain at least a 2.5 GPA. Inability to comply with these guidelines may result in suspension or withdrawal from the club.

- D. *Voting Rights:* Active members have the responsibility of voting when voting is necessary. Every active member constitutes one vote. All votes receive consideration.
- E. *Non-Discriminatory Clause:* The organization will not discriminate against any individual on the basis of race, ethnicity or national origin, religion, color, age, gender, marital or parental status, veteran status, disability, or sexual orientation.
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ARTICLE IV: OFFICERS

- A. *Officers:* The Cairn Computer Science Club consists of 5 officers.
- a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
- B. *Officer Qualification:*
- a. President:
 - i. Be approved by Student Life as having a cumulative GPA of at least 3.0
 - ii. Be approved by Student life on the basis of character.
 - iii. Have skill in verbal and written communication and active member for at least 2 semesters.
 - iv. Must demonstrate greater understanding, interest, and/or skillset about subjects pertinent to the club.
 - v. Must be pursuing Computer Science or Information Systems as a major
 - b. Vice-President:
 - i. Be approved by Student Life as having a cumulative GPA of at least 2.5
 - ii. Be approved by Student life on the basis of character.
 - iii. Must be active member for at least 2 semester.
 - iv. Must act with leadership and integrity.
 - v. Must be pursuing Computer Science or Information Systems as a major

- c. Treasurer:
 - i. Be approved by Student Life as having a cumulative GPA of at least 2.5
 - ii. Be approved by Student life on the basis of character.
 - iii. Must be active member for at least a semester.
 - iv. Must demonstrate ability to be responsible and honest with money.
 - v. Must demonstrate ability to keep records.

 - d. Secretary:
 - i. Be approved by Student Life as having a cumulative GPA of at least 2.5
 - ii. Be approved by Student life on the basis of character.
 - iii. Have skill in written communication.
 - iv. Must demonstrate ability to document and note important information effectively.
 - v. Must demonstrate responsibility with attendance.
- C. *Officer Duties:*
- a. President:
 - i. Leads all meetings in order to accomplish all the established goals.
 - ii. Meet regularly with Advisor.
 - iii. Must take initiative in planning all events and making sure that everything runs smoothly.
 - iv. Must make sure that the constitution is upheld
 - v. Must establish discipline during meetings and do his best in guiding others to success by being willing to listen and accept all necessary, constructive criticism, suggestions, and ideas.

 - b. Vice-President:
 - i. Must be available at all times, especially when President cannot be.
 - ii. Must aid the President in all decision making and perform all the executive duties in the absence of the President.
 - iii. Must aid the President in enforcing discipline at all sessions.
 - iv. Needs to serve by providing aid to all those who need it.
 - v. Must ensure that everyone is getting an opportunity to express their opinion.

 - c. Treasurer:
 - i. Must take care of all financial aspects with the help of other officers.

- ii. Must monitor and create a clean, understandable budget for the club.
- iii. Is to report finances effectively and consistently to the Advisor and work alongside him.
- iv. Establish honesty and display integrity throughout the year.
- v. Work alongside the other officers.

d. Secretary:

- i. Must annotate and take note of all meetings.
- ii. Take attendance in every meeting and notify the absent.
- iii. Must strive for more participation within the club.
- iv. Must be willing to serve in promotions and marketing of events.
- v. Work alongside the other officers.

D. *Vacated or Impeached*

- a. If an officer has vacated or been impeached, the Advisor and the remaining officers will take on the responsibility in finding a replacement or ending the year with the remaining ones.

E. Impeachment

- a. Officers impeached if they do not hold up to positive, Christlike character.
 - b. Lack of attendance to meetings or responsibilities.
 - c. If not accomplishing his/her duties.
 - d. If Advisor sees a significant concern.
 - e. Student life deems necessary.
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ARTICLE V: MEETINGS

- *Regular Meetings:*
 - Regular meetings will take place every other X from X-X.
- *Officer Meetings:*
 - Officer meetings will take place the X when regular meetings are not taking place from X-X.
- *Special Meetings:*

- Special meetings called only by the President or the Advisor. In case of the President's absence, the Vice-President takes this role.
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ARTICLE VI: ELECTIONS

- *Election:*
 - CodeNet does not hold elections for officer positions. Present cabinet members and advisor select new cabinet when deemed necessary.
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ARTICLE VII: METHOD OF AMENDING CONSTITUTION

- *Accepting amendment proposals:*
 - Proposals accepted when properly and professionally addressed in written and verbal communication.
 - *Review Amendment Proposals:*
 - Amendment proposals processed and reviewed at the next active meeting.
 - *Amendment Reading:*
 - Amendments are read twice before voted on.
 - *Voting*
 - All active members and cabinet must be present for voting to be in effect.
 - *Constitution Amendments*
 - Voting must be a unanimous consensus to set amendment in effect.
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ARTICLE VIII: Ratification

- *In effect:*
 - Constitution in effect Fall 2018 at the start of the club.

- *Revisions:*
 - Constitution revised, if necessary, at the end of every semester by cabinet members and advisor.
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ARTICLE IX: Club Advisor and Role

- *Advisor Roles*
 - Remembers:
 - Relationship with the organization's leaders
 - Relationship with the actual organization
 - Relationship to Cairn University in a larger context
 - Must
 - 1) Encourage each student to participate in group activities
 - 2) Contributes to the greater whole.
 - 3) Help the organization run effectively by assisting in the following ways:
 - a) Help the organization develop realistic goals and planning programs that are consistent with the purpose of the group.
 - b) Be aware of all events the organization is planning and ensure adherence to University policies.
 - c) Supervise group activities and events or find an alternate supervisor in your absence.
 - d) Be familiar with the organization's constitution
 - e) Oversee all financial decisions affecting the group's budget.
 - f) Provide feedback after an event, but also at the conclusion of each semester, to evaluate goals, monitor progress, and develop future plans.
 - g) Attend the organization's meetings and events, as often as possible, providing resources and ideas for events/activities and projects.
 - h) Act as the liaison between the Office of Student Life and the student group when necessary.
 - 4) The advisor should work with the group, but not direct its activities.
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