

## Ed Org Constitution

### **Article I – Name**

The name of this organization shall be Education Organization. This Organization combines Education Club and the Tau Iota Chapter of Kappa Delta Pi (KDP).

### **Article II – Object**

The object of the Education Club shall be to provide an atmosphere in which future educators feel safe, accepted, and motivated to become successful teachers through their community service work with the children of the surround communities. The object of KDP shall be to recognize Education Club members who meet the National Honor Society requirements. The object of Education Organization shall be to oversee the blending of these two clubs and to oversee community service activities.

### **Article III – Members**

- Section 1. Any Elizabethtown College student, faculty, or staff member will be eligible to join Education Club. Eligibility for KDP is as described in Article III, Section 4.
- Section 2. The annual dues for all Club members shall be \$10.00 and shall be payable on or before September 30th of each year. The annual dues for KDP are \$10 to Education Club, and the national dues to KDP National. Payable by September 30<sup>th</sup> of each year.
- Section 3. The Treasurer shall notify all members delinquent of dues after September 30th and those members shall forfeit their membership on October 15th if the dues remain unpaid. Any reinstated member shall be treated as a new member.
- Section 4. Duties of the Members
- All Organization members who pay in full their \$10 Club dues by October 15<sup>th</sup> of the calendar year shall be considered active and participating members of Ed. Org for the academic year.
  - All KDP members who pay in full their National dues by November 1<sup>st</sup> of the calendar year shall be considered active and participating members of KDP for the academic year.
  - Member status for KDP hinges on the following eligibility requirements, as set out by KDP National and our Education Department faculty: 60+ college credits, Formal Acceptance into the Elizabethtown Education Department, and a 3.5 GPA or better. All Education majors who qualify will be notified of their eligibility.
  - All Organization members may be categorized into one of two parties: half-year members or full year members, as described below.
  - All KDP members must follow all hours requirements, as described below, as per their full-year or half-year status.

- Full year members are those who will be taking classes on the Elizabethtown College campus as students for the duration of the academic year, August through May.
- Half-year members are those who will be studying abroad for one semester or are graduating early (December Grads.).
- All full year members will be required to do hours in the amounts stated below to be considered “members in good standing”:
  - 12 – 14.75 hours = Bronze Level
  - 15 – 19.75 hours = Silver Level
  - 20 – 24.75 hours = Gold Level
  - 25 + hours = Platinum Level
- All half-year members will be required to do hours in the amounts stated below to be considered “members in good standing”:
  - 6 – 7.25 hours = Bronze Level
  - 7.5 – 9.75 hours = Silver Level
  - 10 – 12.25 hours = Gold Level
  - 12.5 + hours = Platinum Level
- Members of both KDP and Education Club who do not meet the minimum hour requirement (12 or 6 hours, depending on status) will not receive an award letter at the end of their year from the organization.
- Members are expected and encouraged to attend all monthly meetings, as they will afford members the opportunities to sign up for activities that will help them meet their hours requirements.
- Members are expected to wear any Elizabethtown College apparel when performing hours. This is for safety and recognition purposes with the outside community organizations the Club works with.
- Members are expected to uphold the Integrity Policy of Elizabethtown College and of the Education Department whenever they attend Education Organization sponsored events.
- All dues paid members have equal voting rights.

#### **Article IV – Officers**

- Section 1. The officers of this club shall be the Education Club President, Education Club Vice President, Education Club Secretary, Treasurer, Campus Liaison, PSEA Representative, Hours Coordinator, KDP President, and two (2) Executive KDP Cabinet members.
- Section 2. The officers shall perform the duties as described in Article IV, Section 5.
- Section 3. The officers shall be elected by ballot at the last meeting of the Academic year to serve a term of one year and until the adjournment of the meeting at which their successors are elected.
- Section 4. No person shall hold office if he, or she, is not a member and no member shall hold more than one office at a time.
- Section 5. Duties of the officers

- a. Education Club President - The President shall preside over meetings and formulate an agenda for each meeting. The President shall also organize, plan, and execute the annual AT Benefit.
- b. Education Club Vice President - The Vice President shall serve as assistant to the President, and will serve as an interim office vacant from a meeting. The Vice President shall also organize, plan, and execute all monthly Ronald McDonald House activities.
- c. Education Club Secretary - The Secretary shall serve as custodian of all records of Education Organization. The Secretary shall record all discussions and business performed during meetings of the club, and shall report the minutes to the club prior to the next meeting. The Secretary shall also assist with planning and executing Into the Streets.
- d. Campus Liaison – The Campus Liaison shall attend all Club Council meetings sponsored by Senate. They shall bring any pertinent information back to the Organization to be discussed and shared with the general members. They shall also perform the duties required for the Organization to take part in Into the Streets.
- e. Treasurer – The Treasurer shall maintain accurate records of all financial concerns of the club. The Treasurer shall be given the right to access funds and accounts through the Elizabethtown College Business Office, and shall allot monies as mandated by the membership of Education Organization. The Treasurer must be a member of KDP, in good standing with the Elizabethtown Tau Iota Chapter.
- f. PSEA Representative – The PSEA Representative shall serve as the liaison between the PSEA Regional Manager and the dues paid members of PSEA at Elizabethtown College. They shall attend required PSEA meetings, along with planning and executing the Organization’s contribution to the annual PSEA spring event. Literacy Night events shall be organized and executed by the PSEA Representative.
- g. Hours Coordinator – The Hours Coordinator shall maintain accurate records of all the community service hours of Organization members. They shall also record and distribute hours award certificates to active Organization members at the end of the academic year. Homecoming plans and preparations shall be conducted by the Hours Coordinator. The Hours Coordinator shall also serve as the Organization Historian, with the following duties: the historian shall take pictures at all group events and display them online or through the Organization scrapbook to all members.
- h. KDP President – KDP President shall oversee the planning, preparation, and execution of the Induction and Honor Cords Ceremonies for the Tau Iota Chapter of KDP. The KDP President must be a dues paid KDP member.
- i. KDP Executive Cabinet Members (2) – The KDP Executive Cabinet Members shall assist the KDP President in his/her duties. They must be dues paid KDP members.

## **Article V – Advisor**

Section 1. Any Elizabethtown College Education Department faculty member may take on the role of advisor to Education Organization.

Section 2. Duties of the Advisor

- The advisor shall be invited to attend all meetings and group activities.
- The advisor shall meet with the board to discuss any problems that an individual college student, a parent, or the club is having.
- The advisor and two board members shall conduct interviews with any members who require disciplinary action by the Department or the Organization.
- The advisor is only required to serve a term of 1 year. A new advisor will be designated by the Education Department faculty if necessary.
- The advisor can be changed annually if the Organization and Department deem necessary.

## **Article VI – Meetings**

Section 1. A regular meeting of the Education Organization shall occur on the first Tuesday of each month at a time decided upon by the Organization.

Section 2. A special meeting shall be held upon the unanimous decision of the President, Vice President, and Advisor.

Section 3. The Secretary shall remind members three days before each regularly scheduled meeting.

Section 4. Two-thirds of all members shall constitute a quorum.

## **Article VII – Voting**

Section 1. No vote shall take place when quorum is not reached.

Section 2. If quorum is met, a ballot vote can be taken on any matter brought up by a board member.

Section 3. A motion can be brought up by any dues paid member by speaking with a board member. The motion will then be made at the next club meeting by a board member. Any dues paid member or board member can second that motion. Then a ballot vote will be done.

Section 4. The results of the vote will be based upon the majority vote of the present members.

Section 5. The President will act as facilitator when voting. However, the President can vote in order to break a tie or to constitute quorum.

## **Article VIII – Parliamentary Authority**

The President will preside over meetings.

## **Article IX – Amendment**

Section 1. This constitution may be amended at any regular or special meeting by a two-thirds vote of the members of the group, provided that notice of the amendment was given to the members at least three days in advance.

Section 2. Upon ratification, amendments shall be sent to the Student Judicial Committee and shall be put into effect upon approval from the committee.