PERSONAL DEVLOPEMENT CLUB CONSTITUTION OF WESTFIELD STATE UNIVERSITY

Article I

Name:

Section 1: This organization shall be known as the Personal Development Club of Westfield State University, hereby referred to as Mind Over Matter.

Article II

Purpose:

Section 1: This club is created for students who would like a safe space to keep them accountable for pursuing their personal goals. This club would act as a support system and facilitator for those who would like assistance in prioritizing their personal lives. Members will practice self-accountability by way of writing down three habits they would like to stop and three habits they would like to gain. Students will work on these goals and meet to talk about their progress on meeting these goals. Students will then go on a trip together for the sake of community building and celebration of their accomplishments.

Article III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in seventy (70%) percent of club meetings and activities.

Article IV

Officers:

Section 1: There are four officers on the executive board which includes President, Vice-President, secretary and treasurer.

Section 2:

**President:** Presides over club meetings and plans events.

**Vice President:** Assist the President and shall assume responsibilities if the President is absent.

**Secretary:** Takes notes at every meeting and shares this information with other officers.

**Treasurer:** Is in charge of overseeing club finances as well as proper record keeping.

Section 3: Anyone may hold office if they are interested in holding a position and meet the qualifications of article III.

Section 4: The term of office for each officer shall be one (1) academic year.

Article V

Advisors:

Section 1: Advisors are open to any faculty, staff or librarian

Section 2: The duties of the advisor are to mediate communication between students and faculty at Westfield State University.

Section 3: An advisor will be elected by a simple majority vote plus one (1) by the members of the Mind Over Matter.

Article VI

Elections:

Section 1: Any active club member can nominate another active club member for an executive position.

Section 2: The votes will be cast in a meeting and will be tallied by the advisor. The advisor is highly encouraged to attend the meeting when elections are held.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: A tie will be broken via a runoff election. In the case of another tie, the

tie will be broken by randomly drawing a name from a hat.

Section 5: Elections are held every academic year during the spring semester. Officers hold their positions for one (1) academic year.

Article VII

Meetings:

Section 1: The club will meet no less than once (1) every two (2) weeks.

Section 2: Officers may hold separate meetings with only the officers or meetings without the advisors.

Section 3: Only the president and vice president may host special meetings.

Article VIII

Vacancies:

Section 1: Vacancies for an officer will be filled through a simple majority vote of the club members, fifty (50) percent plus one (1).

Section 2: Vacancies for an advisor will be filled through a simple majority vote of the club members, fifty (50) percent plus one (1).

Article IX

Amending Procedure:

Section 1: This constitution may be amended by a *( two-thirds (2/3)})* majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X

Removal from office:

*Rules and Regulations Committee will not accept either trials or hearings as an acceptable form of removal from office.*

Section 1: Club will have to pass a vote of 85% to remove an officer from office.

Section 2: Club will have to pass a vote of 85% to remove an advisor from office.

Article XI

Recognition of Safety and Waiver of Liability:

Section 1:

The Student Government Association (herein, SGA) and this Club, Personal Development Club, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.

This Club (Personal Development Constitution Of Westfield State University

) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.

Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation. Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.

Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.

Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.

After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.

*Commonly Made Formatting Mistakes*

*Numbers need to be both written out and indicated numerically. For example “One (1)”. This also includes percentages and phases such as “once”, “twice”, etc.*

*Westfield State University must be incorporated into the club name in some capacity.*

*All sections must be written out in full sentences.*

*Most of all, proofread! It’s easy to do and it helps everyone in the long run.*

*Election section reflects how the club will hold elections AFTER the initial election after the constitution is approved.*