Relay For Life Club of Westfield State University

Article I

Name:

Section 1: This organization shall be known as the Relay for Life Club of Westfield State University, here after known as the Relay For Life Club.

Article II

Purpose:

Section 1: The Relay For Life Club was created to give students, staff, and the community an opportunity to help work for a cure for cancer. This club will be a chapter of the American Cancer Society Colleges Against Cancer. It is meant to allow students and staff to work through different channels to help people stay well, get well, find cures, and fight back against cancer. This allows an opportunity to bring together the campus community and the Westfield community to support those fighting this disease. It will promote advocacy, cancer education, and a means of support for the survivors and those fighting this disease in the Westfield community. The Relay For Life Club will organize a Relay For Life event throughout the year to be put on in the spring semester.

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: Persons are considered members of the Relay For Life club if they actively participate in at least fifty-percent (50%) of events and activities for the past two (2) semesters. The present semester counts towards the two (2) semesters.

Article IV

Officers:

Section 1: The officers of the Relay For Life Club will include two (2) chapter co-presidents (student points of contact), the advocacy chair, the advertising chair, the survivorship chair, the webmaster, and the treasurer.

Section 2:

1. The two (2) Relay For Life **co-presidents** must
2. Act as points of contact for the local American Cancer Society office and staff person
3. Share and collect information with the Colleges Against Cancer national leadership team
4. Act as point of contact for all Relay For Life Club members
5. oversee all chairs and volunteers and work with the faculty and staff advisor(s)
6. Be responsible for overseeing planning, executing, and evaluating Relay For Life and work directly with the Relay For Life planning committee
7. Reserve location for Relay For Life
8. Support all volunteers and plan and run team captain meetings and executive board meetings
9. Provide advisor(s) with club updates
10. Support interested volunteers, receive forwarded information for interested volunteers from all other Relay For Life Club members
11. Organize Relay For Life kickoff event(s)
12. Complete event manager training for Relay For Life website
13. One co-president will hold one (1) vote on the board only in the case of a tie and the other co-president will act as chair of the vote, this is to be determined between the co-presidents. Each co-president will alternate voting and chairing the meetings.
14. The **advocacy chair** must
15. Familiarize him/herself with the club members and with the American Cancer Society’s legislative priorities
16. Develop advocacy plans and projects to support the school and community and encourage the committee to plan and execute an advocacy event at the Relay event.
17. Oversee the organization of the Great American Smokeout to be held in November as close to the third Thursday as possible
18. Keep open communication with Health Services and encourage them to participate in Relay For Life Club activities and events
19. Will hold one (1) vote on the board
20. The **survivorship chair** must
21. Locate survivors on campus with the support of the American Cancer Society office and guide the committee to provide opportunities for survivors and caregivers to share experiences, cope, and celebrate life.
22. Encourage the committee to plan and execute survivorship events at Relay For Life.
23. Keep personal contact with survivors
24. Organize survivor dinner at Relay For Life
25. Organize survivor and caregiver speakers for all Relay For Life Club events
26. Organize a team for the Making Strides Against Breast Cancer walk.
27. Will hold one (1) vote on the board.
28. The **advertising chair** must
29. Oversee the planning of Paint the Campus Purple one (1) to two (2) months before Relay For Life
30. Get all flyers and propaganda stamped by ResLife before hanging in dorms
31. Manage the sending of all university-wide Relay emails, posting of jumbo Tron signs, and hanging of signs/posters
32. Handle press releases to promote events
33. Assist in the management of the Relay For Life Facebook page, Twitter account, and Instagram account
34. Will hold one (1) vote on the board
35. The **webmaster** must
36. Take minutes at each club and executive board meeting
37. Update members with meeting minutes within two (2) days of each meeting
38. Manage Relay For Life Facebook group and page
39. Complete event manager training for RelayForLife.org
40. Oversee the management of the Relay For Life website with the assistance of the co-presidents
41. Maintain an attendance log for the past three semesters
42. Send reminder emails to members
43. Maintain team rosters
44. Assist the treasurer with any aspects of Relay in which they needs assistance
45. Will hold one (1) vote on the board.
46. The **Treasurer** must
47. Work with an American Cancer Society staff partner to manage the finances of the chapter
48. Maintain a relationship with the Student Government Association in handling finances
49. Organize and oversee the running of Bank Night within the week of Relay For Life
50. Handle all data entry at Relay For Life
51. Give financial updates to executive board and advisor(s) upon request
52. Will hold one (1) vote on the board

Section 3: Any full-time or part-time undergraduate student who has been actively involved in the Relay For Life Club by attending fifty percent (50) of Relay For Life Club meetings and events for at least the past two (2) Semesters at WSU is eligible to hold office. Excused absences include class and academic obligations. (keeping this the same but we could explain, we want to make sure the potential officers are familiar with club events throughout the entire process)

Section 4: Each officer’s term will last two (2) semesters (one (1) academic year). Term will start on the first day of classes for the fall semester and end on the last day of classes for the spring semester, but newly elected officers will begin training after elected in the semester before their term begins.

Section 5: Officers are allowed three (3) unexcused absences from executive board meetings, three (3) unexcused absences from club meetings, and one (1) unexcused absence from team captains’ meetings before the executive board must discuss the possibility of removal from office. If an officer is going to miss a meeting, he/she must give twenty-four (24) hours’ notice, except in the case of an emergency.

Article V

Advisors:

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

Section 2: The advisor will assist the Relay For Life Club When advised by the club they is to troubleshoot and ensure the chapter is following university guidelines. They is to offer guidance and suggestions for the Relay For Life Club and events based on experience and the perceived needs of the campus population. The advisor(s) may guide the students through the university system as they plan projects and events, offer knowledge of fundraising opportunities when necessary and appropriate, and help obtain meeting spaces or supplies as necessary.

Section 3: A advisor(s) will be appointed by a majority vote of two-thirds (2/3), of the club members.

Article VI

Elections:

Section 1:

In order to be recognized to be a candidate in the election an active member must be nominated by another active member of the club.

Section 2: Each club member who has been involved in the Relay For Life Club for at least two (2) of the last three (3) semesters, including the semester in which the election takes place, may cast one (1) vote for each position on the board. Members will vote to fill positions in this order: co-presidents, advocacy chair, treasurer, advertising chair, survivorship chair, webmaster. A non-voting club member not running for an executive board position, will be designated by the current executive board to tally the votes of the election.

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: In the event of a tie, the non-voting club member tallying the votes will break the tie. .

Section 5: Officers for the upcoming academic year will be selected three (3) weeks before the Relay For Life event is set to occur.

Article VII

Meetings:

Section 1: This club will meet no less than one (1) time every two (2) weeks. Regular meeting days and times will be voted upon and chosen by the majority of executive board members before each term begins.

Section 2: Officers may hold separate meetings with only the officers and meetings without the advisors. The executive board will meet no less than one (1) day each week to discuss club details.

Section 3: The Relay For Life Club co-presidents may call special meetings if needed.

Article VIII

Vacancies:

Section 1: If there is a vacant officer position the club will hold elections at the soonest meeting or at a meeting called by the president in order to fill the position. . following the election process described in Article VI.

Section 2: If an advisor position becomes vacant, the club will hold elections at the soonest meeting or at a meeting called by the president in order to fill the position. If the advisor steps down or is removed, the position will be filled according to the process described in Article V Section I.

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:

Section 1: If an officer is not performing to their specific duties an active member may motion to remove the officer with a two-thirds (2/3) vote at the meeting.

Section 2: If an advisor is not performing his/her duties as stated in Article V Section II, that person may be removed by a two-thirds (2/3) majority vote. The president will seek out a new advisor, and this advisor must be approved by a two-thirds (2/3) majority vote

Article XI

Recognition of Safety and Waiver of Liability

Section 1:

1. The Student Government Association (herein, SGA) and this Club, Relay For Life Club of Westfield State University, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club­­­­ (named above) 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.
3. 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.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities.
	1. All Club activities which may include, but are not limited to practices, meetings, and competitions that are being held off of the Westfield State University campus must be supervised by a proper authority (Such as an advisor or coach or certified facility manager) and must be taking place in an appropriate setting for the activity. Secondly, all clubs operating their activities off-campus must complete proper paper work which may include but, is not limited to a travel waiver prior to the activity occurring. All paperwork must be completed and turned into the SGA office.
	2. All Club activities being held on Westfield State University campus buildings and grounds must be registered in the Event Management System to ensure proper coverage and knowledge of the activities.
	3. The responsibility of adhering to all expectations set out in “a” and “b” of this section lies with the officers and members of the individual Club.
5. 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.
6. 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:

1. 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.

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