

**Lake Superior State University  
Recreation Club  
Constitution**

**Article I      NAME**

Section 1. We shall be known as the LSSU Recreation Club, herein thereafter referred to as the "Rec Club". The Club is a student organization at Lake Superior State University in Sault Ste. Marie, MI.

**Article II      PURPOSE**

Section 1. It shall be the purpose of the Recreation Club to promote student involvement in recreation activities, to fundraise for key projects or events, and to serve the university community by providing recreation-oriented events. Involvement through the Recreation Club shall provide experiences for developing skills in professional recreation and leisure services, as well as opportunity to develop networking with professionals in the recreation field.

**Article III      MEMBERSHIP**

Section 1. Membership is open to all students of Lake Superior State University.

Section 2. Membership occurs upon payment of dues.

**Article IV      APPOINTED POSITIONS**

Section 1. The Recreation Club shall have 5 executive officers: these

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary
- 5) Historian

Note: Alumni members may not hold offices.

Section 2. Only members can be officers. He or she must be nominated and voted on by Rec Club members. The officer will serve a term of two consecutive semesters.

Section 3. The Recreation Club shall have 2 appointed chairs:

- 1) Fundraiser Chair
- 2) Activities/Outreach Chair

Section 4. Chairs shall be members appointed and approved by the members of the Rec Club. The chair will serve a term of two consecutive semesters.

**Article V      ADVISOR**

Section 1. The advisor of the Recreation Club shall be a faculty, staff member of the Recreation Studies and Exercise Science Department. The advisor will serve a

term for as long as he or she is willing and able or until Rec Club members feel it is fitting to appoint a new advisor. The advisors shall be nominated by the membership and must receive a 75% vote of the total membership to be selected.

## **Article VI MEETINGS**

- Section 1. Regular Recreation Club meetings shall be held at the convenience of the majority of the membership. Meetings will be held every other week throughout the academic year in accordance with the academic calendar.
- Section 2. Special meetings may be called by event coordinators or officers. Special meetings are to be determined at regular meetings. Times and dates do not need to be determined at the regular meeting but members must be made aware that a special meeting may be called. Once the time and date is determined for the special meeting all members will be contacted via group e-mail.
- Section 3. An agenda will be made available 24 hrs prior to the meeting through group e-mail.
- Section 4. Minutes from the previous meeting will be distributed at the subsequent meeting for approval from the membership. This historian will retain a copy of the minutes after each meeting to file in the archives.

## **Article VII QUORUM**

In order to conduct business three-quarters of the members will comprise a quorum for Rec Club meetings.

## **Article VIII AMENDMENTS AND REVISIONS**

- Section 1. The Constitution for the Recreation Club shall be reviewed for revision every 3 years. Revisions do not need to be made unless necessary. The review shall be done by officers and any changes must be brought up to all club members. The processes shall take no longer than 2 weeks to complete.
- Section 2. A quorum vote of total membership is required to approve any changes to be made to the Constitution/Bylaws. All members shall receive advanced notice that a vote will take place.
- Section 3. The Rec. Club secretary shall be responsible for initiating the creation and distribution of a new/approved constitution changes.

**WE THE EXECUTIVE OFFICERS OF THE LAKE SUPERIOR STATE UNIVERSITY RECREATION CLUB OF SAULT STE. MARIE MICHIGAN ENDORSE THIS CONSITUTION AS THE OFFICAL CONSITUTION FOR PRESENT AND FUTURE CLUB BUSINESS AND ADOPT THEM AS THE CLUB'S CONSTITUTION AS OF JANUARY 19<sup>TH</sup>, 2009. All executive officers of the current term must sign this constitution.**

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**President** **Date**

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**Vice President** **Date**

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**Secretary** **Date**

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**Treasurer** **Date**

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**Historian** **Date**

**Lake Superior State University  
Recreation Club  
Bylaws**

**Article I      MEMBERSHIP**

Section 1.      Requirements for the Recreation Club membership include:

- Current student status at Lake Superior State University
- Payment of Club dues

Section 2.      Members will be limited to students, active or alumni, of Lake Superior State University. Active members will be required to pay dues whereas alumni members will not be required to pay dues. As an alumni member one can participate in club activities that are open to the public or limited to club members. Alumni members are not allowed to hold office or vote.

Section 3.      Resignation from the Recreation Club may take place at any point or time. If a member resigns after dues are paid the individual will not be reimbursed their dues payment.

Section 4.      A member can be expelled for the following:

- Inappropriate use of club funds or club name.
- Inappropriate actions toward another Rec. Club member or member of the campus community.
- Unlawful acts of conduct.

Members of the club will determine if actions require expulsion through a 3/4 vote.

Section 5.      It is the responsibility of a member to attend meetings, check group e-mails, or contact an officer of the club in order to stay current with events and activities. Each member has equal rights to club reimbursements or financial assistance for club sponsored events or conferences shall they choose to attend an event. Spaces for events and activities will be filled on the basis of attendance of meeting and events. The Pathfinders Program is subject to placement based on membership seniority or past involvement. Therefore the previously stated responsibility of Recreation Club members is important. It is also the responsibility for a student to assist with at least one fundraiser or promotional event in order to benefit from the financial assistance that may be provided for club events such as conferences.

**Article II      DUES**

Section 1.      The Recreation Club shall collect ten dollars per semester or fifteen dollars for the academic year for dues.

Section 2.      Dues are to be paid by the second meeting of the semester. Late joins will pay upon attending their second meeting. There will be no pro-rating of dues.

Section 3.      A check may be written out to the Recreation Club for payment of dues. Cash is also accepted. Cash or check payment shall be given to the treasurer, advisor, or president. A receipt will be issued upon payment.

**Article III     EXECUTIVE BOARD**

The duties of officers are as follows:

1. *President* – The president shall be responsible for the following:
  - Prepare and set up meeting agendas.
  - Facilitate the establishment of at least 2 goals and objectives for each semester.
  - Meet with the proper building manager to ensure that a room will be available for meetings.
  - Maintain a club e-mail group that will be used to inform members of meeting and event times.
  - Attend President's Council meetings and if unable to attend it is the president's responsibility to ensure that a member will be present.
2. *Vice President* – The vice president shall be responsible for the following:
  - Serve as a replacement for the president in the case that the president is not able to preside over a meeting, attend president's council, or attend specific events in which the president is required to attend.
  - Oversee the special event/activity committees by organizing members into a committee and acting as the committee chair.
  - Ensure that all special and standing committees fill out event/activity summary forms.
3. *Treasurer* – The treasurer shall be responsible for the following:
  - Maintain all financial ventures of the Recreation Club. This includes collecting and recording dues, collecting money raised by the Rec. Club, and maintaining the Rec. Club check book.
  - Deposit Club money raised by the club into the Recreation Club fund.
  - Submit a report of club funds at each meeting and a yearly summary report.
4. *Secretary* – The secretary shall be responsible for the following:
  - Record meeting minutes.
  - Disburse minutes and a sign in sheet at each meeting.
  - Write thank you letters or public relations articles.
  - Check Recreation Club mail box on a regular basis.
  - Distribute a copy of the Rec Club Constitution and By-laws to all member at the second meeting of the academic year.
5. *Fundraiser Chair* – The responsibilities of the Fundraiser Chair shall involve:
  - Coordinate and implement fundraising activities, past and new.
  - Maintain pop can collection from the bins located around campus by regularly collecting and returning cans.
  - Submit all receipts from can deposits to the treasurer.
6. *Activities/Outreach Chair* – The Activities/Outreach Chair shall be responsible for:
  - Maintaining the Recreation Club board in the Norris Center
  - Bringing new ideas for activities to discussion at meetings.
  - Networking with the community to bring more career related work experiences to club members through local parks and organizations.

- Networking with Michigan Recreation and Parks Association as well as the Northern Michigan Parks and Recreation Association in order to attend profession conferences and seminars.

7. *Historian* – The Historian shall be responsible for the following:

- Recording and maintaining club activities in the Rec. Club binder.
- Organize past agendas and minutes in the club binder.
- Collect and organize event/activity summary forms in club binder.
- Obtaining photos from events if available.
- Produce an annual summary report of the years events.

Section 5. An officer may be removed from office by a  $\frac{3}{4}$  vote of the total membership for not fulfilling the duties of the position. At the suggestion from a member the officer in question will be questioned about their lack of commitment. An opportunity for discussion shall follow. The officer in question will be put on probation for a month and at the end of probation the officer's performance will be reevaluated. A vote will follow to determine if the officer in question shall be removed. In order for this vote to take place all members must first be notified a week in advance. Missing 3 consecutive meetings without notice will automatically put an officer on trial for removal followed by a vote from the entire membership.

Section 6. Transfer of power from an officer to a member may take place if the officer is graduating in the fall semester or if the officer feels that the office position is interfering with his or her school work. The officer wishing to reside must give a one week notice that will be followed by nominations to fill the position. A vote will take place at the following meeting to replace the previous officer. Until the officer position is filled, the other executive members will be responsible for filling in when needed.

#### **Article IV COMMITTEES**

A standing committee shall be established at the end of each spring semester for the Annual Cardboard Boat Regatta. The incoming Vice President shall hold the position of the chair person and other committee members shall be filled on a volunteer basis. The purpose of the Annual Cardboard Regatta Committee is to ensure that all contacts are made and everything is set up for the Regatta to take place on the Saturday of Great Lake State Weekend.

#### **Article V ADVISOR**

Section 1. The advisor shall be responsible for the following:

- Act as a liaison between the Rec Club and the University.
- Oversee club functions.
- Take actions to ensure that individuals are not making false endorsements of the Recreation Club or using the status of a Rec Club member improperly.
- Ensure that the organization is operating in conformity with the standards set forth by Lake Superior State University.

- Section 2. If the members of the Rec Club find it fitting to select a new advisor they can do so at their discretion. An advisor may be dismissed for reasons similar to the officers such as lack of commitment or repeated lack of guidance when needed.
- Section 3. The outgoing advisor must be notified in person by the current Rec Club president and vice president together. A formal letter must be sent to the outgoing advisor. If the outgoing advisor's name is on the banking accounts it must be switched over to the new advisor.

## **Article VI ELECTIONS**

- Section 1. Officer and chair elections shall be held at the second to last meeting of the spring semester. Nominations shall be held the meeting prior to elections. Before nominations are made the President shall read the duties of each officer.
- Section 2. Any member may be nominated and any member may nominate an individual. It is preferable to nominate a member that will be a student for the entire term of two consecutive semesters during the following academic year. Only in circumstances where no one else is able or willing to take the position is a member allowed to hold a position for only one semester.
- Section 3. All paid members will be allowed to vote with the exception of those that will not be students for the following term. A member must be present at the time of elections to vote.
- Section 4. Votes will take place by secret ballot which will be tallied by outgoing members of the club and the advisor.
- Section 5. An officer only has to win a vote by a simple majority to be able to take office.
- Section 6. An officer may be removed from their position for continually missing meetings and not upholding their duties. Any paid member can bring up discussion concerning the removal of an officer. If failure to perform duties continues an officer may be removed by a  $\frac{3}{4}$  vote of all paid members.
- Section 7. If an officer is removed or an officer position opens for any given reason it is the responsibility of the Executive Board to collectively maintain the position until the position is filled. A nomination and vote can take place at a regular meeting to fill the position so long as quorum is filled.

## **Article VII PARLIAMENTARY PROCEDURES**

The Recreation Club shall follow an informal shorter version of Robert's Rule, known as Bob's Rule.

## **Article VIII AMENDMENTS**

- Section 1. Amendments to the Recreation Club By-Laws may be proposed at any regular meeting by any paid member.
- Section 2. Formal discussion will take place at the next regular meeting to ensure that all members will be made aware, through group e-mail that proposed amendment changes will be discussed.

- Section 3. Following discussion a change can be made by a  $\frac{3}{4}$  vote of the paid Recreation Club members.
- Section 4. Resubmission of by-laws is required by the Lake Superior State University President's Council at the beginning of each fall semester. Prior to re-submitting the by-laws the Rec Club President must make it be known at a regular meeting that the by-laws will be re-submitted and ask if there are any changes the members would like to make.

**WE THE EXECUTIVE OFFICERS OF THE LAKE SUPERIOR STATE UNIVERSITY RECREATION CLUB OF SAULT STE. MARIE MICHIGAN ENDORSE THESE BY-LAWS AS THE OFFICAL BY-LAWS FOR PRESENT AND FUTURE CLUB BUSINESS AND ADOPT THEM AS THE CLUB'S BY-LAWS AS OF JANUARY 9<sup>TH</sup>, 2009. All executive officers of the current term must sign this constitution.**

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**President** **Date**

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**Vice President** **Date**

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**Secretary** **Date**

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**Treasurer** **Date**

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**Historian** **Date**