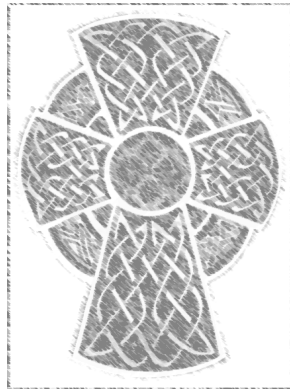


The Constitution of the
Irish-American Student Guild



2009-2010

This document shall be the sole governing document of the Irish-American Student Guild of Saint Louis University.

Irish-American Student Guild

Constitution

We, the members of the Irish American Student Guild, in order to better serve our people, community, and fellow students, do hereby set forth the aims and objectives of this organization and join together to organize and establish the Irish-American Student Guild at Saint Louis University.

Article I. General Provisions

Sec. 1 Name

- A. The official name of this organization shall be the Irish-American Student Guild. For practical and convenient purposes, this may be shortened to ISG.

Sec. 2 Purpose

The goals and objectives of this organization shall include, but not be limited to:

- A. Create a sense of cultural awareness
- B. Political activism and education about important issues of the Irish Community
- C. Community outreach
- D. Encourage and develop activities and programs that promote unity, fostering and perpetuating the traditions and customs of the Irish culture, and therefore contribute to the education, welfare, and growth of students of Irish descent and the entire community.
- E. Have and maintain ISG representation in all University committees affecting Irish welfare, and to ensure Irish representation in all appropriate decision making processes within the University.
- F. Represent our Irish community by participating in University and civic events.

Sec. 3 Membership

- A. General Membership:
 - 1. Any member of the Saint Louis University Community can be a participating member of the Irish American Student Guild.
 - 2. An active member shall encompass:
 - a. a dues paying member
 - b. attend meetings consistently and help benefit the organization
 - c. hold access to voting rights.
 - 3. Honorary members shall encompass:
 - a. Any public officials, speakers and/or entertainers that have supported ISG interest and ideas.

- b. Any previous student/faculty/staff who have supported ISG interests and ideas.
- B. A quorum shall be established by the attendance of ½ (half) of the active members and shall be necessary to accomplish any transaction or election. In a transaction deemed as being of a unique nature, a proposition may be made by any member and a second to alter this voting procedure.
- C. There shall be a due of \$10 (ten) per academic year to be recognized as an active member of ISG.
- D. Responsibilities:
 - The responsibilities of the Irish-American Student Guild of Saint Louis University shall be to:
 1. Pass resolutions, either final or advisory in nature, that address the concerns of the Irish community;
 2. Hold elections open only to the active members of the Irish-American Student Guild for all Irish-American Student Guild elected and representative offices in other Saint Louis University organizations;
 3. Appoint student representatives to all University committees when other means of appointment directly under their jurisdiction has not been established;
 4. Call a general assembly of all active members of the Irish-American Student Guild at least three (3) times each fall and spring term;
 5. Act as a collective Irish student voice on all matters of interest to students with interest in the Irish culture and community.
- E. Authority
 1. The Irish-American Student Guild is a student organization chartered by the Student Government Association of Saint Louis University.
 2. The Irish-American Student Guild will derive its authority from all active members of the organization, and is subject to the limitations of this constitution.

Sec. 4 Executive Board Responsibilities and Offices

- A. The executive Board shall be comprised of eleven members: President, Vice President, Secretary, Treasurer, Programming Chair, SOC Representative, Membership and Development Chair, Social Chair, Cultural Chair, Chronicler, Sergeant at Arms, Internal PR Chair, Philanthropy Chair, and Dance Chair.
- B. Every member of the executive board will be required to uphold and enforce the constitution, help with fundraising for the betterment of the organization, and meet with newly elected officers before inauguration.
- C. Executive Board Positions and Responsibilities:
 1. Duties and obligations of the standing executive board officer shall include:
 - a. Serve a year-long term.
 - b. Shall attend the first all officer meetings each month.
 - c. Shall give an oral report at general membership meetings.

- d. Shall attend all general membership meetings, with exceptions being approved by the Officers.
2. Official duties of the President shall be to:
 - a. Serve as the official student representative and spokesperson for ISG, where such representation is appropriate.
 - b. Call for and preside over Executive Board's meeting to be held regularly during the academic calendar year. It is at the discretion of the officers to alter the schedule.
 - c. Preside over meetings of the General Assembly.
 - d. Serve on or appoint someone to serve on any University committee as requested by that committee.
 - e. Assign approved projects to committees, either standing or temporary, for the purpose of completing such projects.
 - f. Vote where there is a tie regarding any issues brought to vote by the Executive Board.
 - g. All absences shall be notified to the Vice President two days prior to meeting.
 - h. Assume the duties of any executive board positions left vacant.
 3. Official duties of the Vice President shall be to:
 - a. Assume the duties of the President when the President is absent.
 - b. Serve as an active liaison with the other officers and report concerns regarding officers to the President.
 - c. Assume delegated duties that President may assign.
 - d. Appoint and oversee all Ad Hoc committees and chairpersons.
 - e. Assign to keep constitution up to date. It is mandatory that the constitution be reviewed every term.
 - g. Responsible to recruit and maintain contact with potential members of ISG.
 - h. Plan and operate any approved membership drives events, including a table on university orientation dates.
 - i. Attend all executive board and general assembly meetings.
 - j. All absences shall be notified to the President two days prior to meeting.
 4. Official duties of the Secretary shall be to:
 - a. Take and prepare an accurate type written copy of minutes of all meetings held. Minutes will be emailed as an attachment to all members.
 - b. Keep a written record of the members present at all meetings, including Officer meetings.
 - c. Keep an updated address log of the membership and all Irish Faculty members.
 - d. Serve as official correspondent for ISG at all times, keeping track of incoming mail and report the information received to Executive Board.
 - e. Assume delegated duties that President may assign.

- f. Attend all executive board and general assembly meetings.
 - g. All absences shall be notified to the President two days prior to meeting.
5. Official duties of the Treasurer shall be to:
- a. Maintain a written or typed account of all financial transactions;
 - b. Maintain all current fiscal year receipts.
 - c. Collect membership dues from prospective members.
 - d. Prepare and present periodic budget reports for the benefit of the membership.
 - e. Shall keep the amount and type of expenditures and approve adjustments to the budget. Budget allocations shall be kept public record.
 - f. Be responsible for convening with current President, previous President and previous Treasurer in order to prepare annual budget.
 - g. Make a presentation on behalf of ISG at the annual Student Government Association Budget Allocation Meetings.
 - i. To assume delegated duties that President may assign.
 - h. Attend all officer and general membership meetings.
 - j. All absences shall be notified to the President two days prior to meeting.
8. The duties of the Programming Chair shall be to:
- a. Take care of gathering information for the preparation of events that ISG would like to organize for the active members and Saint Louis University Student Body.
 - b. Plan social events for ISG members to participate and interact in.
 - c. Prepare and send out “Thank-You” cards to all speakers, sponsors, and other people who have benefited ISG.
 - d. Work in collaboration with other chairpersons to keep an updated calendar of events and report all this information to the Executive board and General Assembly.
 - e. Collaborate with the Treasurer for all activities
 - f. To assume delegated duties that President may assign.
 - g. Attend all officer and general membership meetings.
 - h. All absences shall be notified to the President two days prior to meeting.
9. The duties of the Student Organization Cabinet (SOC) Representative shall be to:
- a. Attend and report at all Executive Board and General Assembly meetings.
 - b. Attend all SOC meetings.
 - c. Serve as a direct link to the Associated Students of Saint Louis University Student Government Association.
 - d. Serve as ISG’s voice in the production of legislation.

- e. Be responsible for reporting ISG's planned activities to my respective cabinet.
 - f. Be responsible for establishing and maintaining contact with the other members of my respective cabinet.
10. The duties of the Membership and Development Chairperson shall be to:
 - a. Plan all internal events for the purpose of the unification of all members.
 - b. Work hand in hand with Vice President to publicize recruitment.
 - c. Work in collaboration with the Programming Chair on ISG events.
 - d. Be the representative for incoming members and keep them informed and aware of upcoming events.
 - e. Shall coordinate retreats workshops and orientation sessions.
 - f. To assume delegated duties that President may assign.
 - g. Attend all officer and general membership meetings.
 - h. All absences shall be notified to the President two days prior to meeting.
 11. The duties of the Social Chair shall be to:
 - a. Prepare and submit any approved advertising to be distributed to the Saint Louis University Community and surroundings.
 - b. Collaborate with the Programming chairperson in planning events.
 - c. Correspond with other Irish college student organizations.
 - d. Check and send ISG emails, mail and voicemail regarding events and advertising on a daily basis.
 - e. Work in collaboration with the all chairpersons to prepare and send out the ISG newsletter, which shall be sent out regularly.
 - f. Work in collaboration with other chairpersons to keep an updated calendar of events and report all this information to the Web Master, Executive board and General Assembly.
 12. The duties of the Cultural Chair shall be to:
 - a. To ensure the quality and authenticity of Irish culture at ISG events.
 - b. Collaborate with the Social Chair to organize and create ISG functions.
 - c. Organize prospective Irish events that will enrich the SLU community.
 13. The duties of the Chronicler shall be to:
 - a. Keep written and pictorial record of all activities attended or supported by ISG.
 - b. Maintain a file of all publications concerning ISG.
 - c. Attend all officer and general membership meetings.
 - d. Assume delegated duties that President may assign.
 - e. All absences shall be notified to the President two days prior to meeting.
 14. The duties of the Sergeant at Arms shall be to:

- a. Keep order at all executive board and General Assembly meetings.
 - b. Ensure the proper conduct, respect, and order is demonstrated at every meeting and function.
 - c. Be considered a non-voting member of the Executive Board.
 - d. So that all tasks assigned to Chairpersons can be completed efficiently committees may be assigned on a need be basis.
 - e. Other chairs and committees may be assigned as needed.
15. The duties of the Internal PR Chair shall be to:
- a. Establish and maintain relationships with other CSOs, Greek Organizations, or any group that could potentially enhance with ISG events or presentations.
 - b. Keep, maintain, and refresh a master schedule of the entire year.
 - c. Work closely with Membership Chair to recruit and advertise ISG functions.
 - d. Keep and maintain a master schedule of the entire year.
16. The duties of the Philanthropy Chair shall be to:
- a. Plan ISG's involvement in service opportunities in the SLU community.
 - b. Work closely with the Chronicler to maintain and update a new and exciting webpage.
17. The duties of the Dance Chair shall be to:
- a. Organize Irish dance lessons within the guild.
 - b. Organize Irish dance recitals to be held at SLU's campus.
 - c. Work with outside organizations to promote Irish Step Dancing.

Sec. 5. Faculty/Staff Advisor

- A. The duties and obligations of the Faculty/Staff advisor shall encompass:
 - 1. Be responsible for being informed of ISG events and activities.
 - 2. Shall attend the first officer/committee chair meeting when available.
 - 3. Shall advise and council when necessary.
 - 4. Shall endorse authorized documents when required.
 - 5. The Faculty/Staff Advisor shall have no vote.
- B. Preference for a Faculty/Staff Advisor shall be given to a university Faculty/Staff member, who supports the interest and ideas of ISG.

Article II. Chronology of Meetings

- A. Meetings shall follow this order:
 - 1. The Secretary shall keep a written record of the members present.
 - 2. Minutes of the previous meeting shall be approved by the membership.
 - 3. Invited guests and speakers shall address the membership during Open Forum.
 - 4. The treasurer shall present a budget report at first meeting of each month.

5. Each committee chairperson shall give a report/update on the activities of the respective committees.
 6. The President shall address the old business, which means any unfinished projects.
 7. The President shall address any new business.
 8. The President shall make any final announcements and open forum to the general membership.
- B. Authorizations of Expenditures
1. Recommendations for expenditures may only be made by voting members.
 2. All expenditures shall be approved by the general assembly.
 3. Unexpected expenditures with a time constraint shall be reimbursed by the ISG account if approved by President.

Article III. Election Procedures for all Executive Board Officers and Chairpersons

Sec. 1 Election Eligibility

- A. Candidates for office shall be self-nominated or nominated by fellow members.
- B. All persons running for an official position for ISG must have been an active due paying member for minimum of one semester.
 1. President/Vice President
 - a. A person running for the office of President or Vice President of ISG must have previously served one full term on the Executive Board or Representative Board of ISG
 - b. If no candidate meets these criteria, any member of ISG may run for the offices of President or Vice President.
 2. All other offices:
 - a. All active members will be eligible for candidacy.
- C. Any vacancies of elected positions shall be filled by a vote of the membership.

Sec. 2. Candidate Application Packet

- A. Candidates may apply for only one office
- B. The application packet shall be composed by the Executive Board and must be comprised of the following:
 1. Officer positions and duties/requirements
 2. Campaign rules
 3. Biographical information
- C. Any falsified information within a candidate's registration forms shall be grounds for disqualification as determined by the Executive Board

Sec. 3. Campaigning

- A. Campaigning may begin at 10 am exactly two weeks prior to the day of election
- B. There shall be no campaigning materials within neutral meeting rooms (Cross Cultural Center) or any ballot box.
- C. All other campaigning rules are to be established by the Executive Board.

Sec. 4. Elections

- D. Voting shall be by secret ballot, with majority of votes determining the officers for next term.
- E. Elections shall be held the last meeting before the Spring break.
- F. Term shall be one (1) year.

Sec. 5. Voting Eligibility

- A. All active members are eligible to vote provided that:
 - 1. They are registered Saint Louis University students

Sec. 6. Ballot Counting

- A. Only members of the Executive Board shall be present
- B. At least 2/3 of all members of the E-board must be present.
- C. Counting must take place at ONE central location
- D. Ballots must be counted at least twice to ensure accurate results

Sec. 7. Grievances

- A. All Grievances shall be submitted to the Executive Board in writing within twenty four (24) hours of the alleged occurrence.
- B. No grievances shall be accepted by the Executive Board beyond twenty-four (24) hours after the posting of the results

Article IV. Removal of Officers or Committee Chairs

Sec. 1 Removal

- A. In all situations, any person in an elected position threatened with probation and/or removal shall have an opportunity to present his/her defense to the general membership.
- B. Grounds for probation or removal include:
 - 1. Abuse of office or privileges.
 - 2. More than two unexcused absences per semester.
 - 3. Failure to carry out duties and obligations.
 - 4. Failure to adequately resolve conflicts of interest.
- C. Probation
 - 1. Probation shall be the removal from voting membership.
 - 2. The length of probation shall be voted upon by the Executive Board
- D. Removal of a person in an elected position shall be accomplished by:
 - 1. Proposition by any member and a second to that proposal and a vote of removal by $\frac{3}{4}$ (three fourths) of the quorum.

Sec. 2 Impeachment

- A. Impeachment shall be the process of permanent termination of an officer through a “Judicial Trial”
 - 1. A judiciary committee must be established as need be to conduct the “Judicial Trial”
 - 2. A “Judicial Trial” can be prompted by a motion of any member of the Executive Board.

3. The motion must be based upon an infraction of the constitution and the duties wherein described

Sec. 3 Resignation

- A. In the event an officer feels he/she cannot adequately perform his/her duties, he/she should submit a letter of resignation to the Executive Board.
- B. In the event that an officer resigns, the President shall nominate another individual to the office pending 2/3 approval of the General Assembly.

Article V. ISG Constitution

Sec. 1. Adoption

- A. Initial adoption of this Constitution for ISG shall be by a simple majority of the membership.
- B. This Constitution shall go into effect upon adoption.

Sec. 2. Amendment to the Constitution

- A. Amendments to the Constitution shall be accomplished by:
 1. Proposition by any voting member with a second, and a vote of amendment by $\frac{3}{4}$ (three fourths) of a quorum.

Sec. 3. Revision

- A. committee headed by the Vice President shall review this Constitution every term.
- B. Any changes to the name of the organization, shall discontinue this constitution and lead to the creation of a new constitution and new organization.

Mission Statement

The Irish-American Student Guild is a non-profit, non-political, non-religious student organization that encompasses, promotes, and organizes activities of an Irish cultural nature at Saint Louis University. The ISG's pursuit of truth for the greater glory of God and for the service of humanity is inspired by the values of the Judaeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.