

Pearl River Community College

Organization Application Form



Intent to Organize

Proposed Name of Organization: STEM Club (Science, Technology, Engineering, & Mathematics)

Teacher Organizer:

Name: Emily Carlisle Phone: 601-403-1084

E-Mail: ecarlisle@prcc.edu Student ID: _____

Purpose of Organization:

Our Mission is to inspire, engage, strengthen, and develop our student's skills in the areas of Science, Technology, Engineering, and Mathematics. It will provide enrichment opportunities for students to apply knowledge outside of the classroom, and give students the opportunities to further their exploration of STEM disciplines. In addition, this club will offer students contacts in their desired fields, career advisement and education, and promote academic and professional networking. Students will also be given an informal environment to work on inquiry-based STEM activities. It will also give students an opportunity to give back to the college and the community. Students will also have a unique opportunity to organize seminars, participate in workshops, and possibly some research.

Forming a New Student Organization:

The process to set up a new student organization is simple.

- 1.) Obtain a minimum of three officers (e.g. President, Vice-President, Treasurer).
- 2.) Recruit members (minimum of 10)
- 3.) Select an advisor (If assistance is needed in selecting and on-campus advisor contact the Office of Student Life).
- 4.) Develop a constitution and By-Laws (sample provided in packet)
- 5.) Submit a New Student Organization packet with a roster and constitution to the Office of Student Life. In cases where a student organization has a national counterpart it is required to submit the national constitution as well as the constitution created by the local organization
- 6.) All new student organizations must be approved by the Vice President for Poplarville Campus and Hancock Center. Pending approval, new organizations may be granted provisional recognition by the Assistant Dean for Student Life.

I request approval to initiate and organize the above named student organization and ensure that the organization agrees to abide by all Pearl River Community College rules and regulations as well as applicable state and federal laws. I have read the policies regarding formation, recognition, and responsibilities of student organizations of Pearl River Community College and agree to comply with all PRCC regulations concerning student organizations.

____*Emily Carlisle*____ _Emily Carlisle_____ _May 9, 2016_____

Signature of Advisor

Printed Name of Advisor

Date

New Student Organization Form

Proposed Name of Organization: _____STEM Club

Contact Person: Advisor Name-__Emily Carlisle_____

Phone-__601-403-1084_____Email-___ecarlisle@prcc.edu_____

Department-__Science, Technology, Engineering, & Mathematics_____

Category: (Check one)

- Academic/Departmental
- Governing/Programming
- Honor or Professional
- Intercultural
- Media and Publication
- Political
- Recreation and Sports
- Religious
- Service
- Social and Special Interest

Is this organization affiliated with any other organization (regional or national) not registered with PRCC?

If yes, please record the name of the organization on the following line and attach a copy of their constitution, if different from the one submitted by this organization

National/Regional Organization name:_____NONE

Web Address:_____ Phone:_____

STEM CLUB CONSTITUTION & BY-LAWS



State of Purpose (Mission Statement)

Our Mission is to inspire, engage, strengthen, and develop our student's skills in the areas of Science, Technology, Engineering, and Mathematics. It will provide enrichment opportunities for students to apply knowledge outside of the classroom, and give students the opportunities to further their exploration of STEM disciplines. In addition, this club will offer students contacts in their desired fields, career advisement and education, and promote academic and professional networking. Students will also be given an informal environment to work on inquiry-based STEM activities. It will also give students an opportunity to give back to the college and the community. Students will also have a unique opportunity to organize seminars, participate in workshops, and possibly some research.

ARTICLE I: (Name of the Organization)

- A. "This organization shall be known as...(STEM CLUB (Science, Technology, Engineering, & Mathematics))." The abbreviation may be used on any literature, documentation, amendments, advertisements, and/or promotional items deemed appropriate by the STEM CLUB.

ARTICLE II: (Membership Requirements and Limitations)

A. Active Members

- Must be a current student of Pearl River Community College taken a minimum of 6 hrs. a semester

- Any student who is currently in a minimum of 3 hrs. of a stem class or has taken a minimum of 3 hrs. of stem class. (this could be part of their 6 hrs.)
- Students have to maintain a “C” or above in their STEM classes
- Active members must attend a minimum of two STEM meetings and/or STEM sponsored events per semester
- Have to assist with either the Gulf South Regional Science Olympiad and/or the PRCC Mathematics Competition
- Full Active Members will be given the rights to: vote in club affairs, and the right to attend any and all club sponsored events.
- Active Members must pay their dues
- Active members will be the only members that are allowed to receive recognition of being in the club.

B. Inactive Members

- Must be a student of PRCC
- Can be taking less than 6 hrs. of classes
- A member who did not maintain a minimum of two STEM meetings or sponsored events per semester
- Inactive members will NOT have the right to vote on STEM business

C. Being Removed as a STEM CLUB Member:

- Students that have NOT followed the PRCC Student Policy & Procedures (all found in student handbook)
- Has displayed any inappropriate behavior towards other members, classmates, or instructors.

- Has NOT displayed “The Wildcat Way: Pride, Respect, Class, and Character.”
- Has stopped attending meetings and events
- Has dropped below a 2.5 GPA
- If removed from the club, the student will receive an email to their PRCC student account, and the student will have the right to file an appeal by written request within 3 college days of email being sent.

ARTICLE III: Faculty Representation for STEM Members

- Faculty at PRCC in the following areas will make up the faculty presence for the STEM Club:
 - Science
 - Technology
 - Engineering
 - Mathematics

ARTICLE IV: (Officers)

- The officer positions of STEM shall consist of:
 - ┆ President
 - ┆ Vice President
 - ┆ Secretary
 - ┆ Treasurer
 - ┆ Public Relations Officer/Social Media
- The term of all offices is two consecutive semesters. The officer positions will be elected in the Fall semester shall reserve the right to maintain their positions through the consecutive Spring semester. If the President and/or Treasurer should choose not to retain their office for the Spring semester, then their position(s) shall become open at the same time as the general election for the other officer positions held at the beginning of the Spring semester.

- All officers must be active member concurrently enrolled in a minimum of one course at PRCC in the Science, Technology, Engineering, or Mathematics curricula to hold office.
- Any officer may be removed from office should he/she be absent from more than two meetings without having obtained prior approval from the other officers. Additionally an officer may be removed from office should he/she fail to fulfill his/her duties. In the event an officer has been selected for removal from office he/she shall notified in writing and be given the opportunity to defend him/herself. A unanimous vote of the officers (excluding the officer in question) is required for the removal of an officer by the governing body.
- Any officer may be removed from office by the body of active members should the removal be requested by a petition signed by no less than one-third of the active members. In the event such a request is made the officer shall be notified in writing and given the opportunity to defend him/herself. A two-thirds majority vote of the active members is required for the removal of an officer by the body of active members.
- Spring officers shall continue to serve during the summer if they desire. These officers shall maintain their positions until officers are elected at the Fall semester general elections. They do, at that time, reserve the right to run for office again if they so choose. If an officer cannot serve during the summer, those officer's duties are distributed amongst the remaining officers for the summer, no new elections are held.

ARTICLE V: Officer Duties

A. President:

- The President shall preside over club meetings and aid in the planning and conducting of activities sponsored by STEM.

The President may appoint committees to aid in the planning and conducting of activities and the maintenance of the club. The President shall also be responsible for any other duties that shall arise during the semester. The president also has the responsibility to delegate additional duties to active members; active members have the right to decline these requests.

B. Vice President:

- Vice President shall be responsible for club correspondence and serve as an aid to the president. The Vice President shall also aid in the planning and conducting of activities sponsored by STEM and also be responsible for any other duties that shall arise during the semester. The Vice President shall Chair all committees unless delegated to an active member. In the event the President can no longer fulfill the duties of the office the Vice President shall take on the duties of President and a new Vice President will be elected at the next meeting.

C. Secretary:

- The Secretary shall record the business of the meetings, and conduct any clerical tasks needed for the conducting of the meetings. Clerical tasks may include but are not limited to: typing up all meeting minutes, making pdf files of meeting minutes, making copies of agendas.

D. Treasurer:

- The Treasurer shall be responsible for the tracking and maintaining of the club's financial account. In addition the Treasurer shall be responsible for submitting expenditure request forms to the Faculty Advisor.

E. Public Relations/Social Media:

- The Public Relations/Social Media Officer shall be responsible for the development and distribution of advertising materials such as flyers, FB posts, twitter posts, posters, and literature. In addition the Public Relations/Social Media Officer shall be responsible for the creative development and maintenance of social media that the officers decide to use for STEM.

F. Duties that are Shared by the Officers:

- Officers will play a leadership role in planning and implementing club activities.
- Officers will help recruit new students for club membership
- Officers give input about the budget
- Officers willing to help welcome new members
- Officers attend all Club Meetings (unless has approval from faculty advisor to miss)
- Officers must communicate regularly with other members of the board, the Faculty Advisor, and with all other STEM members
- Officers are required to attend all STEM events (unless has approval from faculty advisor to miss)

ARTICLE VI: Elections:

- A.** Elections will be held on the second meeting of the Fall semester.
- B.** Officers shall be elected by a simple majority vote of the active members present in the form of secret ballots. The ballots will be tallied and announced by the Faculty Advisor.
- C.** In the event of a tie, the office will be decided by which candidate has the longest duration of club membership. If both candidates

share the same duration of club membership the deciding vote shall be the current President's vote.

D. The order of elections and determination of officers is as follows:

- ┆ President
- ┆ Vice President
- ┆ Secretary
- ┆ Treasurer
- ┆ Public Relations/Social Media Officer

E. Candidates may run for more than one office in the same election period.

F. In the event that there are not enough candidates to fill the required officer positions, the newly elected officers will determine how to delegate the duties of the unfilled office(s) amongst themselves.

ARTICLE VII: Meetings:

A. Meetings are to be held a couple of times per semester in the Science building in Room 114 reserved by the Faculty Advisor.

B. Who may call meetings: Faculty Advisor or President

ARTICLE VII: Revision and Amendments

A. Revisions and amendments may be made to this constitution by a two thirds vote of the active members.

❖ Amendments:

1. Amendment I - Impeachment

- Only one officer can be impeached at a given time. No two officers can be impeached simultaneously. The

process of Impeachment for any officer will be executed as follows:

1) The officer in question must have committed an Impeachable offense; this includes, but is not limited to, failure to maintain an active member status (as per the requirements mentioned in Article II), failure to uphold the duties and responsibilities of their position (as per the requirements listed in Article IV), or the abuse of their power (one who uses their office against the reputation of the club or the welfare of its members).

2) An Impeachment Motion must be proposed by one of the officers at least four weeks after the general officer elections during the course of an official meeting. After the meeting, the officers (excluding the officer under consideration for impeachment) must decide for or against impeachment before the next official club meeting.

3) If the officers make a unanimous agreement for impeachment, the motion is then passed at the next official meeting. If a unanimous agreement is not reached, all charges against the officer are dropped.

4) Following impeachment, a motion may be made by an officer of the club to recommend the removal of the impeached officer. At which time, a closed door, active member only hearing is held; the club advisor shall act as the judicator of the hearing. After hearing the defense and the prosecution, a vote is then put to all active members present. If a two-thirds majority vote in favor for removal is reached, the officer in question is immediately removed from office and stripped of all duties and responsibilities.

2. Amendment II: Procedures for the replacement of the officer removed:

- 1) If the President is removed from office:
 ↓ The Vice-President is promoted to Presidency and a new Vice-President is elected at the next official meeting.

- 2) If the Treasurer is removed from office:
 ↓ The President and Vice-President shall split the Treasurer responsibilities as they see fit. A new Treasurer is not elected until the next consecutive semester.

- 3) If any other officer is removed from office:
 ↓ A replacement is elected at the next official meeting.

ARTICLE VIII: DUES:

- Dues to join are \$10. This will be taken up by the Treasurer on the third meeting. All dues will go toward the advancement of our club, and to give back to our college and community.
- Officers and Current Active Members will vote when money is used for the Club.

ARTICLE IX: Non-Discrimination Policy

- Non-discrimination policy: It is the policy of Pearl River Community College to provide equal opportunity for all enrolled students and applicants for admission to PRCC on the basis of race, religion, color, sex, age, national origin, veteran status, or disability.

