

PETE JACKS CONSTITUTION

Article 1 – NAME

Section 1: Physical Education Teacher Education Jacks - PETE Jacks

Article 2 – PURPOSE

Section 1: It is the responsibility of PETE Jacks to uphold the Student Code, the educational mission of South Dakota State University, and promote a healthy campus environment.

Article 3 – MEMBERSHIP

Section 1: The PETE Jacks will accept new members without regards to race, color, creed, religion, national origin, ancestry, citizenship, age, gender identity, sexual orientation, or disabilities.

Section 2: Membership is open to all enrolled students, and SDSU students must comprise 50 percent plus one of the total voting membership.

Section 3: Memberships include active and alumni. To be an active member one must be enrolled in the PETE program and pay a \$10 membership fee. To be an alumni member, one must have graduated with a PETE degree. Only active members can run for official positions.

Section 4: Steps for expulsion of a member.

- Grounds for expulsion of a member include but are not limited to, disorderly conduct in accordance with the Student Code and/or mission of South Dakota State University.
- Anyone can make the motion to the executive board about a needed expulsion. It is then up to the board whether the expulsion is justified.
- If the board feels the motion is appropriate, the offending officer/member will have a chance to address the membership in defense of the charges.
- The group will have until the following meeting to vote on the issue.
- Active members of the club will be allowed to vote and will need 2/3 vote to expel the office/member.

Article 4 - OFFICERS

Section 1: Executive board members include President, Vice President, Secretary, Treasurer, and Social Media.

President: Duties include:

- Lead the meetings and relay important information to the group members.
- Oversee the other board members, group members, and all voting matters. Topics can include, but are not limited to, fundraising, group get togethers, meeting locations and times, upcoming events etc.

- Present, or appoint someone to present, all new matters pertaining to the club.
- Provide means of communication to the Student Association and Student Engagement Offices as needed.
- Being an active member on the board and at all meetings.
- Report back to PETE Program Coordinator/PETE Jacks Advisor on matters related to the PETE Jacks.

Vice-President: Duties include:

- Is in charge when the President can not be in attendance.
- Take over as President if current President is expelled.
- Being an active member on the board and at all meetings
- Takes on any duties appointed by the President.

Secretary: Duties include:

- Take attendance at all meetings.
- Take minutes at all meetings and recording all voting matters.
- Share old minutes from the previous meetings.
- Being an active member on the board and at all meetings.

Treasurer: Duties include:

- Responsible for maintaining accurate financial records of the Organization and shall be allowed to request payment on behalf of the Organization.
- Shall prepare and present any budget requests to the appropriate funding source with the President.
- Shall ensure that all funds are properly kept within the University accounting system. Off campus bank accounts are not permitted.
- Being an active member on the board and at all meetings.

Social Media: Duties include:

- Keeping the PETE Jacks Facebook page and other social media accounts up to date with upcoming events, fundraisers, and organization activity.
- Responsible for upholding a professional image on all social media.
- Being an active member on the board and at all meetings

Section 2: All officers will be voted into office. Must have at least 50 percent of club members present to vote. Must have 2/3 vote to be elected.

Section 3: Officer positions will be held for one academic year.

Section 4: All officers must have at minimum a 3.0 GPA and have been accepted to the PETE program.

Section 5: If an officer slot becomes vacant, elections will be held within 2 meetings to fill the slot. The President will select another officer or group member to fill the position temporarily.

Article 5 – ADVISOR

Section 1: The PETE Jacks will have an advisor registered with the Office of Student Activities. This advisor must be a full-time employee of SDSU.

Section 2: All advisors will be voted upon and will need a 50 percent and one vote to be elected.

Section 3: Advisors will serve for one academic year. Each year the club will vote to keep the same advisor or appoint a new one.

Section 4: The organization expects the advisor to attend meetings as often as possible, be up to date and current with fundraising proposals, events, and all other events related to the organization.

Section 5: In the event of the need to consider removing an advisor, the organization will consult with the Office of Student Activities regarding possible options.

Section 6: Steps to remove advisor:

- Motion to remove advisor would require a 2/3 vote to pass.
- The advisor will have a chance to address the membership and officers in defense of the charges.
- If 2/3 vote is granted to expel advisor, the following meeting members and officers will propose new advisors to take over.
- The following meeting the members of the PETE Jacks club will vote on a new advisor and following the meeting.
- President will notify the new advisor.

Article 6 – FINANCES

Section 1: The ultimate responsibility for financial obligations of the PETE Jacks rests with the membership.

Section 2: Funds will be kept in an on-campus index and be associated with South Dakota State University.

Section 3: If PETE Jacks shall become and remain inactive for a period of 18 consecutive months, the on-campus indexes belonging to PETE Jacks shall be transferred to Activity Index 336C45 – Special Programs, Student Activities.

Section 4: The President and Treasurer are responsible for signing off all expenditures under \$50. Anything above, needs to be consulted with the other board members and the Advisor.

Section 5: Statement of Dues

- Dues will be paid to the Treasurer.

- All officers and members must pay dues.
- Dues must be paid within 3 meetings of joining the club.
- Dues will be established based on Treasurer report.
- Dues are good for one academic year.
- If dues are not paid within 3 meetings, the PETE major will not become a PETE Jack club member and will not be allowed to attend meetings until dues are paid.
- Dues will be used for, but are not limited to, fundraising event set ups, advertisement, and marketing.

Article 7 – QUORUM

Section 1: 50 percent of total club members must be present in all voting matters. All voting matters will require a 2/3 vote to pass.

Article 8 – METHOD TO AMEND THE CONSTITUTION

Section 1: 50 percent plus one of total club members must be present in order to amend the constitution. Members must be present at the meeting for their vote to count. If someone wants to amend the constitution they need to notify the President, who will then notify the rest of the executive board. The matter will be brought to the attention of club members the following meeting with a vote the meeting after that. Amending the constitution will require a 2/3 vote.

Article 9 – STATEMENT OF NATIONAL/LOCAL AFFILIATION

Section 1: We are not affiliated with any national/local organizations.

Section 2: In the event of a conflict between the PETE Jacks Constitution and Bylaws and SDSU Policies and Procedures, SDSU Policies and Procedures shall supersede.

Article 10 – PARLIAMENTARY AUTHORITY

Section 1: Roberts Rules will be used for club business.