

Entrepreneurship Club By-Laws

East Stroudsburg University of Pennsylvania

Article I. Name

Section 1: The name of this organization shall be the East Stroudsburg University Entrepreneurship Club.

Section 2: Where ever the acronym EC is used it is understood to mean Entrepreneurship Club and wherever the term University is used it is understood to mean East Stroudsburg University.

Article II. Purpose

Section 1: The purpose of the Entrepreneurship Club is to infuse creativity and innovation by providing and sharing access to tools, resources and the business community to promote business creation, ownership and sustainability. The Entrepreneurship Club will be the foundation that builds momentum for economic development across the campus, community and the North East Pennsylvania Region.

Goals

Section 1: Advance student, faculty, and staff interest in entrepreneurship, innovation and creativity.

Section 2: Support programs, activities and events that create and sustain business partnerships and enhance economic development opportunities.

Section 3: Identify opportunities to collaborate and compete with other universities that promote entrepreneurial programs.

Article III. Membership

Section 1: Membership status is constituted by full time or part time enrollment at the University. In order to be classified as active member students must be enrolled at the University. All active members will have voting privileges. EC elections will take place annually. Members are expected to attend regularly scheduled meetings as well as special meetings.

Article IV. Dues and Fees

Section 1: Annual dues, to be determined annually by the membership, will be collected at the 2nd Meeting of the fall semester of each calendar year. Additional fees may be absorbed via fundraisers in order to minimize or off-set costs of activities.

Section 2: EC will establish an account with the Student Activity Association, Inc. (Accounting Office at the University. EC members will control accounting activities and be responsible for all financial transactions. Monthly ledgers shall be maintained and disseminated to club members, and the advisory board. The ledger will reflect detailed documentation of financial transactions. The culmination of financial transactions will comply with the Student Senate Finance regulations.

Article V. Officers

Section 1: President, Vice President, Treasurer, Secretary and Parliamentarian represent the (officers) Leadership Team.

Section 2: Qualifications of Officers: Each Officer shall be an ESU student in good standing. Good standing means attends regular and special meetings, participates in EC activities, and pays dues. All EC members are eligible to run for club office as long as their membership is in good standing.

Section 3: Terms of Office - Officers will be elected at the annual meeting of the EC held in the fall of each academic year. Officers will be elected annually by the membership and no Officer may serve more than two years in an elected position.

Section 4: Committees – EC committees include but are not limited to Marketing/Communications, Membership/Recruitment, Nominating Committee, and Special Projects, etc. Additional Committees may be developed as needed.

Article VI. Elections

Section 1: President- The duties of the President shall include the general supervision and operation of the club. The President presides at club meetings and works closely with the Officers of the EC to establish long-term and short-term goals.

Section 2: Vice President- The Vice President assumes the responsibility of the President in the absence of the President. In addition, the Vice President shall serve as the general assistant to the President. See description above under Article VI President

Section 3: Treasurer- The primary responsibilities of the Treasurer include managing the club's finances, the collection of dues and the payment of all bills. All EC accounts are managed by the Treasurer.

Section 4: Secretary - The Secretary is responsible for all record-keeping and correspondence, including maintaining the club's records, by-laws and constitution. In addition, the Secretary processes new member applications, updates records, and reads the minutes for club meetings.

Section 5: Parliamentarian

The Parliamentarian often referred to as the Sergeant at Arms (SAA) manages the club's meeting facilities and decorum. The primary responsibilities include educating club members regarding meeting etiquette and ensuring the club complies with Roberts Rules of Order. The SAA arranges the room and setup for all meetings, manages club's materials and supplies, and greets members and guests.

Article VII. Elections

Section 1: The EC elections will be held annually during the fall semester of each academic year. The Nominating Committee shall submit election nominations to the Advisor(s) of the club approximately one month before the annual election. Self nominations are acceptable.

Section 2: All club members in good standing (attend regular meetings, participate in club activities, dues paid) are eligible to run and vote for an Officer position. Each member can only cast one vote for each open position. In the event of a tie, a special election will be held at the first meeting commencing the annual election. The club Advisor(s) will tally the votes and the candidates with the most votes will become the Officer for the position. A quorum must be present "two-thirds of club membership" in order for voting/elections to occur.

Section 3: Outgoing officers are responsible for the transition of all club business pertaining to their function.

Article VIII. Vacancy in Office

Section 1: Should there be a need to fill a vacant Officer position, a special election will be held and the rules as stated in Article VII: Elections, Section II will be followed.

Article IX. Removal of Officers and Members

Section 1: Any EC member may be subject to removal from office. The member(s) recommending removal must show cause as to why the removal is recommended. Club members will vote after review of the findings. A quorum must be present in order to vote. The club Advisor(s) will facilitate and maintain documentation regarding recommendations and removal.

Article X. Advisor(s)

Section 1: Advisor(s) must be current East Stroudsburg University Faculty and or Staff.

Section 2: The Advisor(s) role in the EC is to offer guidance and support initiatives. It is the clubs responsibility to carry out the clubs purpose and intent. The policies that govern the club

and the programmatic offerings are solely the clubs responsibility. Selection of Advisors is up to the club; however selections will have to be approved by the Vice President of Student Affairs.

Article XI. Meetings

Section 1: Regular club meetings will be held monthly, on the third Thursday of each month from 2:00pm to 3:00pm. Attendance will be taken at each meeting in order to assure there is quorum, and to ensure club members remain in good standing. Special meetings will be held as necessary and may be called by Committee Chairpersons spearheading projects or programs.

Article XII. Quorum

Section 1: A quorum exists when two-thirds of the club membership is present. No voting may occur if a quorum is not present.

Article XIII. Amendments

Section 1: The procedure to amend the constitution will be documented by the EC members and submitted to the Student Senate as recommended in the Student Senate Handbook for Recognized Clubs and Organizations.

Section 2: The adoption of amendments will take place following the recommendation from the Student Senate. The amendments will be enforced at the next regularly scheduled EC meeting following the Student Senate recommendation.