

## ***SEXplorations***

# **Student Organization Constitution**

**Hendrix College**

**Document revised 12/12/2010**

### ***Preamble***

#### **Section A: About this constitution**

This constitution lays out the basic framework of rules by which the **SEXplorations** organization's operations will be managed. This framework is designed to on the one hand support the informal, flexible, red-tape-free management of the organization in times of consensus, while being detailed and precise enough to promote conflict resolution and minimize confusion, unintended ambiguity, and hairy disputes when and if times of serious disagreement within the organization should arrive.

#### **Section B: Definitions**

Throughout this constitution, when we specify that something is in "*writing*," we allow that it could be *electronic* writing (such as an e-mail).

Throughout this constitution, when we specify that the "*Advisor*" is entitled or required to do something, we also mean that (if at that time the organization has two advisors) either advisor has the power to do any of these things, and, of course, at least one of them should fulfill each responsibility that arises.

Throughout this constitution, when we specify that a "*supermajority*" has the power to do something, we mean that at least three fourths of the electors (members eligible to participate in elections per Section D of Article IV) must approve of the act in order to carry it out.

### ***Article I: Mission***

The name of this student organization is "**SEXplorations**." Our mission is to promote healthy sexual decisions and decrease harmful sexual behavior through the education and development of a sexually aware student body and open dialogue about sex and sexual assault. This mission statement is also our statement of purpose.

### ***Article II: Membership***

Any person who either is currently a staff or faculty member at Hendrix College (even if on sabbatical, vacation, etc) or is currently enrolled as a student at Hendrix College (including

students on leaves of absence as long as they are enrolled according to the registrar) may be a member of **SEXplorations**, and may become a member by attending a meeting and asking to be added to the member list. When the qualification of being a staff member, faculty member, or student at Hendrix College is no longer met by a person, that person will no longer be a member of **SEXplorations**. A member may also resign in writing to the President of the organization.

## ***Article III: Management***

### **Section A: Composition**

The organization's operations will be managed by the organization staff. The organization staff shall consist of the President (a student member), the Treasurer (a student member), and other officers for whatever positions the President thinks necessary for the effective operation of the organization. We refer to each of these members of the organization staff (including the President and Treasurer) by the term "staff member."

### **Section B: Appointment and Removal**

The President may, for any reason, remove a staff member, replace a staff member, or eliminate a position, as long as the Advisor first consents in writing and the President then announces the change at a public meeting or in writing to all members.

The President may also, for any reason, create a new position, fill an empty position, add a staff member, etc at the President's discretion, as long as the President first notifies the Advisor and announces the change at a public meeting.

The staff change becomes effective at the time of the announcement to the members. A staff member may resign in writing to the President. The President must accept this resignation and notify the Advisor. The staff change becomes effective when the President accepts the resignation and notifies the Advisor. The President should not leave the Treasurer position vacant.

### **Section C: Presidential Duties**

The President shall manage the organization's operations and carry out all responsibilities and tasks necessary to further the organization's goals, except whatever responsibilities and tasks the President shall delegate to other staff members. The President will represent the organization staff when necessary. The President may delegate any of the President's responsibilities or tasks to other staff members. If the President is temporarily unable to serve, such as due to brief illness or absence, the President may delegate all of the President's duties, but should otherwise avoid this practice.

The President must approve any expenditures and any official actions or communications by the organization to other Hendrix College entities (such as the Student Senate or the Student Affairs or Student Activities offices), unless the particular action, communication, or expenditure, falls within the range of a responsibility that the President has specifically delegated in writing.

## **Section D: Staff Duties**

Staff members will support the activities of the organization as best they can in support of the organization's mission, and will carry out any duties delegated to them by the President. The Treasurer will additionally carry out duties described in section F of this article.

## **Section E: Revenues**

The organization's operations shall be funded by Student Activity Fee money acquired through requests to the Student Senate, as well as by any other grants or fundraising revenues that the organization may be able to successfully acquire.

## **Section F: Treasurer's Duties**

The Treasurer will maintain financial records for the organization, keep track physically of any cash held by the organization, obtain regular printouts of the organization's account statement with the Business Office, and be responsible for processing reimbursements, payments, purchase orders, budget transfers, and other financial actions through the Business Office in a timely fashion, including filling out and submitting the necessary paperwork, following up, delivering checks or petty cash to reimbursed members as necessary, etc.

The Treasurer will keep cash on hand to a minimum--only what is necessary for reasons such as temporary fundraising activities, such as for change. Any remaining cash will be deposited with the business office as soon as possible whenever it enters the organization possession. Any cash on hand must be kept counted.

The Treasurer carries out the financial will of the organization as expressed through the elected President (and by those to whom the President delegates financial responsibilities). In other words, the Treasurer does not actually make financial decisions such as what to purchase and whether a purchase is appropriate or not. Of course, the President may happen to separately delegate some financial or purchasing responsibility to the person who holds the Treasurer position.

## **Section G: Records**

The records of the organization are public (including the constitution, organization staff list, election results, and financial records) and the Treasurer will publish them publicly (such as via a website, mailing list to all members, etc) regularly, at least twice per semester. If the method of publishing is temporarily unavailable (e.g., for technical reasons), the Treasurer will make a copy of the records available to any person who requests them in the meantime.

## **Section H: The Advisor**

The Advisor shall carry out the constitutional duties outlined in this document and otherwise advise the organization staff and membership regarding effective operation in furtherance of the organization's mission.

The Advisor must be a faculty or staff member at Hendrix College, as defined in Article II. There may be one or two advisors. If there are two Advisors, one may resign without

triggering the necessity of replacing her or him with a second Advisor. If there is one Advisor, that Advisor may appoint an additional Advisor so that there will then be two Advisors.

If the only remaining Advisor is unable to continue serving, the Advisor shall appoint a replacement Advisor with the consent of the organization staff (or a majority of the membership, if there is no organization staff).

If the only remaining Advisor leaves Hendrix or stops carrying out her/his duties without carrying out this final duty of succession, the president will choose a new advisor.

If the members are unsatisfied with the Advisor's work, a supermajority may remove the Advisor. They must do so in writing and they must first persuade another person to agree to become the new Advisor. This change becomes effective at the time the supermajority's members each and all communicate that vote in writing to the replacement Advisor and the ousted Advisor.

All changes in Advisorship shall be immediately communicated in writing to the Office of Student Activities by the new advisor.

## ***Article IV: Elections***

### **Section A: Triggering an election**

Elections will be held at least once per academic year. Elections will be called by the president.

### **Section B: Operating an election**

The president will announce and publicize a date for an election meeting. At the meeting, the members will discuss the organization's future and try to come to a consensus on basic goals, how to form an organization staff, and most concretely, who will be elected President in order to implement this. Candidates for the presidency will declare their interest. At the end of the meeting, members will vote (in an "instant run off" ranking fashion), and the winner will become the President and may form their organization staff.

The Advisor shall record the results of an election in writing and make them public.

### **Section C: Qualifications for electors**

Only members who have been members for at least 30 days or who were members before this Constitution was ratified may vote. If there is a question of whether a particular member is a legitimate member (e.g., has not previously been seen in months, etc), the Advisor will resolve that question at the Advisor's discretion.

## ***Article V: Amendment and Ratification***

If the organization staff feels the organization's goals would be met more effectively with a different constitution, the organization staff shall formulate a new, proposed constitution (possibly very similar to the current one) and submit it to the Advisor. If the Advisor approves of the new constitution, an election will be held (as described in Article IV, section C), except the question shall be of whether to approve the new constitution, not of who will be the President.

If the new constitution is approved by a majority of the membership in addition to by the Advisor, the new constitution shall take effect at that meeting and entirely supercede the old constitution. At this time the old organization staff will be dissolved, and the new constitution will dictate how to proceed.

(Alternatively, the organization staff may amend this Constitution without the Advisor's consent if they instead gain the approval in writing of a supermajority to execute that amendment.)

Under this constitution, the president will call for an election at that time.

This (calling for a new election) is also what will happen when the present constitution is ratified. (When the present constitution is ratified, the Advisors will be Mary Anne Seibert and Dr. Lisa Leitz. Whenever the constitution changes, the Advisor will notify the Office of Student Activities with a copy of the new constitution.