

SecondGen Constitution and Bylaws

New and emerging student clubs may use this document example when developing a constitution and bylaws specific to their club needs. Established clubs may use this document when updating or changing their bylaws.

ARTICLE I: NAME & PURPOSE

Section A: Name & Territory – The name of this organization shall be SecondGen. The boundaries within which it shall function shall be coextensive with the boundaries of the United States of America. It shall operate under the responsibility and control of the SecondGen Global Board.

Section B: Purpose – The purpose of this club shall be:

1. Provide opportunities that would not normally be presented to teenagers. For each of our students, we instill a self-starter mentality, teach tangible and practical business skills, and introduce entrepreneurship as a career path. We aspire for our programs to create students with more adaptability and resourcefulness geared towards the real world, develop and inspire more creators and innovators, and generate more demand for entrepreneurship education in our schools.
2. Provide a growing community of young, talented individuals. The community is Second Gen and the club members are the talented individuals.
3. Provide access to projects and collaboration opportunities. These opportunities provided by SecondGen. These projects will be aimed at the corresponding vertical.

Section C: Objects - The objects of this organization shall be:

- To promote the objects of SecondGen Global;
- To coordinate the projects of SecondGen members;
- To strengthen and extend the SecondGen movement;
- To increase the fellowship and cooperative efforts of the clubs within the Global Board;
- To promote participation of the clubs within SecondGen events in general objectives, programs, and policies of the District Board and SecondGen Global Board;
- To accept and promote the constitution of SecondGen Global.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be qualified in his/her vertical of interest through an application process (<http://bit.ly/1ED4aOm>), which is updated monthly for quality assurance. Additionally, an interview may be conducted directly by the officer board of each individual school's club or individual chapter.

Any member club or chapter with more than sixty (60) days in arrears for any indebtedness to SecondGen Global Board or to the District Board shall not be considered in good standing with the Global Board.

The Global Board shall report the name of any member club or chapter not in good standing with the them at each Global Board meeting thereof.

Any SecondGen chapter not in good standing with the district will be unable to register at the next district convention until such time as the club corrects such standing with the district.

Any person 28 years of age or older on or before September 1st shall not be granted membership.

Section B: Dues – \$15 per member dues for the Global board must be submitted by November 15th to the Global Board through a paypal ticket. Check should be mailed to “SecondGen Global”. Up to \$5 might be added to support the individual school club with a sum of \$20 being the maximum limit for a member's dues.

ARTICLE III: OFFICERS

Section A: Officers – The club officers shall be a President, Vice-President, Secretary, Project Manager, and one Lead for every relevant vertical.

Section B: Eligibility – Officers must be full-time students, carrying at least 1 credit, and approved by the Global Board.

Section C: Election – The officers shall be elected by the founder at the establishment of the SecondGen club or chapter.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President or regional manager shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election, decided upon by the President and remaining officers.

Section F: Established Club Election - Officers shall be nominated by members and previous officers of the club, and be decided upon by majority vote - counted by the former club secretary.

Section G: Impeachment - If an officer does not meet the responsibilities of Article IV, this officer may be impeached under the vote of the Global Board or the Club Officer Board.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the club
- Report to the Global Board during a monthly meeting
- Attend monthly Global Board meetings
- Perform such other duties as ordinarily pertain to this office

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Report to the Global Board during a monthly meeting
- Attend monthly Global Board meetings
- Perform such other duties as ordinarily pertain to this office

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports as directed

Section D: Project Manager – It shall be the duty of the Project Manager to:

- Maintain a list of current projects and members pertaining to those projects
- Report to the Global Board

Section E: Leads – It shall be the duty of the Leads to:

- Receive projects from the Project Manager
- Find members for projects, and report those members to the Project Manager

ARTICLE V: MEETINGS

Section A: Meetings – Regular meetings shall be held monthly during the regular school year.

Section B: Special Meeting – Special meetings may be called by the President with the approval of the Global Executive Board and Global Board.

Section C: Quorum – A quorum shall consist of three-fifths (3/5) of the membership.

Section D: Parliamentary Authority – Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: Global Board

Section A: Responsibility – Management of this club shall be vested in an Global Executive Board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This board shall consist of the Global Board President, Global Board Operations Officer, Global Board Financial Officer, Global Board Project Manager, & Global Board Technical Officer.

Section C: Meetings – This committee shall meet at least once a month and inform club officers & club members for any changes in the following month.

ARTICLE VII: ADVISOR

Section A: Selection – there shall be a faculty/staff advisor who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
- Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Attend regular meetings, and executive board meetings as schedule allows.
- Assist in the induction of new officers.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club Secretary (responsible for duties taken care by the Treasurer) in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequences of said behaviors.

ARTICLE VIII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

Section B: Other committees – [List other committees germane to the club such as finance, publicity, membership, professional relations, social, etc.]

Section C: Special Committees – The President shall have the authority to appoint any special committees, with the approval of the Global Executive Board, from time to time as need demands.

ARTICLE IX: AMENDMENTS

Section A: Selection – These bylaws may be amended by a two-thirds (2/3) majority vote of the chapter membership.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.

ARTICLE X: REPORTS

Section A: Responsibility - The Secretary is the one in charge of writing and submitting the reports. In the case that the Secretary is absent, the Vice-President shall resume the role, or the President will decide on another member to be in charge of the report(s).

Section B: Duties - Reports shall consist of 6 documents: General Meeting, Project, Executive Meeting, Fundraiser Info, Event Info & General Club. The General Club meeting is filled out at the beginning of the year and will be updated as changes occur. The Fundraiser & Event Info forms will be filled out and submitted every occurrence. As for the General Meeting & Executive Meeting, these will be taken once a month during the designated time. The Project Document will be filled out by the project manager, designated lead, & project participants, and be submitted via the secretary.

Section C: Purpose - Submitting reports will keep your club registered as active and will allow continued access to SecondGen events, along with other benefits provided by Global. Also reports will count towards points in your club and will promote your club in ranking. This ranking is updated on September 1st, December 1st, & June 1st every year.

Section D: Submission - All forms must be sent via email to contact@secondgen.org on the 5th of every month.