Victor E. Captains

\*Note that this is not a NKU organization – it is an example of a constitution

**ARTICLE 1 - NAME AND AFFILIATION**

**Section 1.** The official name of this organization is Victor E. Captains.

**Section 2.** The Victor E. Captains organization is not affiliated with any national organization. It is local to NKU’s campus.

**ARTICLE II – PURPOSE AND ACTIVITIES**

**Section 1.** The purpose of Victor E. Captains is to increase school spirit and participation.

**Section 2.** Victor E. Captains will provide college student opportunities to volunteer at campus-wide events and sporting events.

**Section 3.** Victor E. Captains is open to any undergraduate students at Northern Kentucky University, regardless of class year or major.

**ARTICLE III – MEMBERSHIP AND DUES**

**Section 1.** Victor E. Captains will not restrict membership to a student based on their age, race, color, religion, sex (including sexual harassment and sexual violence), sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, veteran status and any other basis protected by law.

**Section 2.** Membership Requirements

1. Undergraduate
	1. Be enrolled in a minimum of six (6) credit hours per semester each semester of membership;
	2. Have a minimum of a 2.0 cumulative grade point average
2. Graduate
	1. Be enrolled in a minimum of three (3) credit hours per semester each semester of membership;
	2. Have a minimum of a 3.0 cumulative grade point average

**Section 3**. Active Membership Requirements

1. Undergraduate and Graduate
2. Maintain baseline membership requirements
3. Attend at least 2 organization meetings each semester
4. Participate in at least 3 events each semester

**Section 4.** The dues for Victor E. Captains will be $20 a year and will be collected at the first meeting of both the Fall and Spring semester.

**Section 5.** Failure to meet the Active Membership Requirements listed above, failure to meet the university’s non-discriminatory clause or anti-hazing policy, failure to adhere to the NKU Code of Conduct, or failure to pay member dues will result in removal from Victor E. Captains.

**ARTICLE IV – OFFICERS**

**Section 1.** Officer Structure

1. President:
	1. Organizes and presides over meetings
	2. Collects votes and publishes results
	3. Attends annual risk management / president training
	4. Serves as the primary contact on myEngagement
	5. Manages meEngagement page
	6. It is expected that they attend every Executive Board meeting
2. Vice President:
	1. Presides over meetings in the absence of the President
	2. Oversees recruitment of new members
	3. Manages the committees
	4. It is expected that they attend every Executive Board meeting
3. Secretary:
	1. Maintains an accurate record of all organization meetings for members
	2. Maintains membership directory
	3. Maintains member roles
	4. Corresponds, when necessary, with University administration and other recognized organizations
	5. Records attendance at all meetings
4. Treasurer:
	1. Collects all membership dues for the organization
	2. Is responsible for maintaining financial records
	3. Keeps deposit and expenditure records with the financial institution that is determined by the organization
5. Events Coordinator:
	1. Organizes activities and events to benefit the organization and the NKU community
	2. Develops marketing materials for activities
	3. Creates/revises risk management policy/plan and ensures it is implemented

**Section 2.** Election and Terms of Officers

1. Minimum Officer qualifications
	1. Have a minimum of a 2.5 cumulative grade point average
	2. Be enrolled in a minimum of six (6) credit hours per semester each semester of membership (undergraduate); Be enrolled in a minimum of three (3) credit hours per semester each semester of membership (graduate)
	3. Has been an active member for at least 1 semester prior to obtaining an officer position
2. Officer terms extend over a full academic year, starting in September and ending the following August. Officers cannot hold a position for more than 2 academic years.
3. Officer elections occur in the first week of September each year (e.g. No later than the 1st of April each year).
4. Voting will take place on an online ballot though myEngagement and is open to all active members.
5. Majority votes will determine election. In the case of a tie, officers will vote on the winning candidate.
6. Any member or officer can call for the removal of an officer. If sufficient evidence for removal is determined, based on failure to meet outlined responsibilities, a 2/3 vote from the Executive Board will remove the officer from his/her/their position.

**ARTICLE V – FACULTY ADVISOR**

**Section 1.** The advisor will be chosen from the Northern Kentucky University faculty and/or staff. The advisor will be supportive of the goals and mission of the organization. The advisor understands and agrees to the University policies regarding the advising of student organizations. This is outlined in the constitution and/or found in the NKU student handbook. For an advisor to be selected, there needs to be a mutual agreement between the Executive Board and the chosen advisor.

**Section 2.** Faculty Advisor Responsibilities

1. Attend at least one meeting or event per semester and be available to the Executive Board by email or meeting as necessary.
2. Provide continuity as student leadership changes from year to year.
3. Sign or cosign appropriate university forms (for national or locally affiliated organizations, as necessary.)
4. Attend a required advisor training through the Center for Student Engagement.
5. Fulfill all other duties as outlined in the Advisor Handbook.

**ARTICLE VI – MEETINGS**

**Section 1.** Victor E. Captains will have:

1. Bi-monthly all-member meetings, with meeting dates and times to be determined by the officer board.
2. Bi-monthly leadership board meetings (on the off weeks from the all-member meetings), with meeting dates and times to be determined by the officer board.
3. Monthly events, with meeting dates and times will be determined by the officer board.

**Section 2.** All other communication should be online via email, myEngagement, discussion boards, and GroupMe.

**ARTICLE VII – AMENDMENTS AND RATIFICATION**

**Section 1.** Any member can bring forth a written proposal to amend the constitution and present it to the organization’s officers. All members should be made aware of the proposed amendment for individual consideration. The passage of a successful amendment rests on approval through the ratification process.

**Section 2.** The new constitution should be ratified by a 2/3 majority vote conducted online.

**ARTICLE VIII – HAZING**

**Section 1**. Victor E. Captains commits to upholding the NKU ban on hazing, defined in its Code of Student Conduct, and will take appropriate disciplinary action against groups or individuals found to have violated the Code.

**Section 2.** Victor E. Captains defines hazing as any action taken or situation created, intentionally, whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of TCU. Hazing under the statute means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one (1) person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

**Section 3.** Individuals within Victor E. Captains, as well as the organization itself, may be found in violation. Investigations and/or sanctioning of individual hazing offenses will be conducted in collaboration with the office of Campus Life. Individuals who have firsthand knowledge of hazing, including those being hazed, are required by law to report that knowledge to appropriate University officials. Any student who has been hazed or thinks he/she is going to be hazed should report such actions to the Office of Student Conduct, Rights, and Advocacy.

**ARTICLE IX – COMMITTEES**

**Section 1.** Committees will be established to guide the planning and execution of our fundraising and major event each year. Committees will be made up of 7-12 members and any member can apply to committee membership once accepted into the organization.

**Section 2.** Committee terms coincide with officer terms: terms extend over a full academic year, starting in September and ending the following August.

**Section 3.** There are no additional minimum requirements for committee members to fulfil outside of the minimum membership requirements.

**Section 4.** Committees

1. Fundraising Committee
2. Committee headed by the Treasurer
3. Creates an annual fundraising budget and target fundraising goals
4. Responsible for planning and overseeing one fundraising initiative each semester
5. Mentorship Celebration Committee
6. Committee headed by the Events Coordinator
7. Responsible for planning and overseeing the end-of-year mentorship celebration
8. Collaborates with Treasurer to maintain event budget

**President:**

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Printed name Signature Date

**Vice President:**

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**Secretary:**

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**Treasurer:

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**Events Coordinator:**

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Printed name Signature Date

**Advisor:**

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