

# GENEALOGY CLUB CONSTITUTION

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## PREAMBLE

The Genealogy Club of Northern Vermont University – Lyndon has been organized to give students the resources and time to research their family history. The goal is to make everyone more aware of themselves, educate our members and the community about different cultures, and encourage the campus community to be more open and accepting.

## ARTICLE I

### Name

- On every document, account, and event related to this club will be the official name Lyndon Genealogy Club.

## ARTICLE II

### Membership

#### Section A. Types of Membership

- Associate Members
  - Associate members are members of the club's Executive Board. These members run club meetings and are other members' connections to the Student Government Association and Northern Vermont University - Lyndon faculty. Associate members are expected to make all of the club meetings and use the services provided by the club.
- Active Members
  - Active members are members who come to more than half of the club meetings. They must also use the club's services provided to all members.
- Inactive Members
  - Inactive members must attend half of the club meetings and use the club's services provided to all members.

#### Section B. Membership Qualifications

- Members must be at least a part-time student at Northern Vermont University – Lyndon.
- Members must have a GPA of at least 2.0.
- Members must have an interest in genealogy.

#### Section C. Non-Discrimination Statement

- The Lyndon Genealogy Club or any part thereof shall not discriminate on the basis of race, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity and expression, disability, age, veteran status, marital status, or any other status protected by law.

#### Section D. Selection of Members

- Members can join the club as official members after attending a minimum of one club meeting.
- Members can join the club year-round.
- No votes are needed to initiate members.
- New members will get an email from the President or Vice President welcoming them to the club.

#### Section E. Voting Privileges

- Associate, active, and inactive members can vote on most issues.
- Associate members may vote on disciplinary issues and constitution amendments.
- Associate member voting may be held by hand, ballot, or verbal vote.
- Members running for an associate office cannot vote for their office position.
- Voting for associate office positions will be done by ballot.
- Voting on club decisions and other topics will be done by hand.

#### Section F. Termination of Membership

- Member Termination
  - Members may be terminated by not following the Non-Discrimination Policy, not responding to emails, not coming to meetings, and/or not abiding by the Lyndon Genealogy Club's constitution.
  - Members who fall under the above criteria will get an email warning immediately from the President or Vice President depending on the severity of the offense.
  - Repeated offenses after a warning within a semester will result in termination.
  - Upon possible termination, the Executive Board will have a meeting. In order for termination to pass, 80% of associate members must vote to pass the termination.
  - A terminated member will be notified by the President or Vice President by email.
  - The Adviser can veto any termination decision by the Executive Board upon discretion.
- Member Resignation
  - Active or Inactive members may notify the Executive Board of resignation by Northern Vermont University official email.
  - Associate members may resign from their office positions by a letter of resignation which must be sent to the President and at least one Executive Board meeting before time of resignation.
  - Letters and notifications of resignation will be read at Executive Board meetings and followed up with an approval email from the President.

**ARTICLE III**  
**Officers (Executive Board Members)**

Section A. Elected Officers

- **President**
  - The President is expected to attend all club meetings, Executive Board meetings, and meetings with the club's adviser(s).
  - The President must oversee the club. They are other members' "go-to" person for anything.
  - The President calls and cancels meetings.
  - The President must check-in with all members, regardless of membership type, about their research and activities at least once a month.
  - If something important needs to be presented at a Student Government Association meeting, the President will work with and support the Student Government Association Representative.
- **Vice President**
  - The Vice President is expected to attend all club meetings, Executive Board meetings, and meetings with the club's adviser(s).
  - The Vice President is expected to assist the President if their workload becomes overbearing.
  - In the event that the President cannot attend a meeting, the Vice President shall act in their place.
  - The Vice President is in charge of sending out an occasional survey to check in with member's progress and how they are enjoying the club.
- **Secretary**
  - The Secretary is expected to attend all club meetings, Executive Board meetings, and meetings with the club's adviser(s).
  - The Secretary must keep a tally of how many and which club members attend club meetings.
  - The Secretary must take notes at all meetings, regardless of type. These notes may be presented to the club as a whole at the next general club meeting.
  - The Secretary has the responsibility to send their notes, typed, to the President and Student Government Association Representative.
  - The Secretary has the responsibility of being the Alternative Student Government Association Representative, should the Student Government Association Representative be unable to attend a meeting.
- **Treasurer**
  - The Treasurer is expected to attend all club meetings, Executive Board meetings, and meetings with the club's adviser(s).
  - The Treasurer must keep track of club spending.

- If a research account is bought, at every meeting, the Treasurer will announce how much time is left until the end/renewal of the subscription.
- Student Government Association Representative
  - The Student Government Association Representative is expected to attend all club meetings, Executive Board meetings, and meetings with the club's adviser(s).
  - The Student Government Association Representative is expected to attend all Student Government Association meetings.
  - At Student Government Association meetings, the Student Government Association Representative is expected to vote on issues the way they think the club members would.
  - At Student Government Association meetings, the Student Government Association Representative is expected to voice members' concerns about school.
  - The Student Government Association Representative is expected to present what happens at the Student Government Association meetings to the rest of the club.

#### Section B. Qualifications for Holding Office

- Executive Board members must be a full-time Northern Vermont University – Lyndon student.
- Executive Board members must be able to attend every club and Executive Board meeting unless they give a week's notice or there is an emergency.
- Executive Board members must have a minimum GPA of 2.0.
- If an Executive Board member's GPA drops below a 2.0 during their time in office, they have until the end of the semester to bring it up. Some of their responsibilities may be suspended at that time depending on the severity of the issue.

#### Section C. Selection of Officers

- Elections for Executive Board officers will be held yearly three (3) weeks before the end of the Spring Semester.
- Members interested in running for office must notify the Executive Board and other members two (2) weeks before elections.
- Elections will be held via print ballot. No write-in candidates are allowed.
- Only official members who have previously attended a minimum of two (2) meetings are allowed to vote.
- Elected officers will not take office until the last day of the Spring Semester is over.
- In the event of an officer resigning from their position before elections, the open position will be publicized immediately after an Executive Board meeting. Special elections will be held two weeks after the publication of the open position. Candidates may announce their running the day of the election, but not during or after the voting period.
- In the event of no interest in a position, that position will remain open until there is interest, in which the Executive Board will specially meet to vote them in.
- Any elected official is expected to hold office for the Northern Vermont University calendar year, starting in the Fall Semester and ending in the Spring Semester.

#### Section D. Filling Vacancies

- Vacancies in the Executive Board will be advertised to club members.
- Special elections may be held for vacancies (see Section C.).
- In the event of no interested parties, the President will take over all responsibilities until an officer is found.
- If the President is unable to take the responsibilities, they fall upon the Vice President.
- If the Vice President is unable to take the responsibilities, they fall upon the Treasurer.
- If the Treasurer is unable to take the responsibilities, they fall upon the Student Government Representative.
- If the Student Government Representative is unable to take the responsibilities, they fall upon the Secretary.
- If the Secretary is unable to take the responsibilities, a special meeting between the Executive Board will be held, possibly with the adviser to discuss the situation.

#### Section E. Recall of Officers (Impeachment)

- Executive Board officers may be impeached if they fail to perform their duties, if they do not abide by the club's constitution, if they are absent excessively, if they show disrespect towards other members, and/or they abuse their associate power.
- Any Executive Board member being impeached will be given at least a one (1) week notice.
- Voting for impeachment will be done by all members present, as long as they are associate, active, or inactive members, by ballot.
- On the written ballots, a reason for impeachment must be given.
- The Executive Board officers that are not being voted on will count the votes.
- A 60% majority vote is needed to impeach an Executive Board officer.

### **ARTICLE IV**

#### **Meetings**

#### Section A. Frequency of Meetings

- Club meetings will be held bi-weekly.
- Executive Board meetings will be held monthly.

#### Section B. Special Meetings

- The President and the adviser(s) have the power to call special meetings.
- Special meetings may be called for Executive Board decisions, adviser meetings, disciplinary issues, financial issues, or any voted issue that has been approved by the Executive Board.
- The President will notify members that can attend these meetings by Northern Vermont University school emails and a post to the group's Facebook page.

### Section C. Quorum

- 50% of associate and active members are required for a quorum order to conduct business.

### Section D. Parliamentary Authority

- Not applicable

## **ARTICLE V Advisers**

- An adviser(s) will be selected annually. The position is expected to be held for a calendar Northern Vermont University – Lyndon year starting in the Fall Semester and ending in the Spring Semester
- An adviser(s) will be chosen within the last three (3) weeks of the Spring Semester.
- The Lyndon Genealogy Club's adviser is expected to be the club's connection to the Northern Vermont University – Lyndon faculty and staff.
- The Lyndon Genealogy Club's adviser is expected to help with some or all of disciplinary issues.

## **ARTICLE VI Amendments**

### Section A. Constitution

- Executive Board members may propose official amendments to the club constitution.
- Executive Board members must propose amendments at Executive Board meetings
- After an amendment is proposed, a special Executive Board meeting will be held one week later to further discuss and vote.
- Amendment voting will be done by hand.
- 80% of the Executive Board must vote for the amendment for it to pass.

## **ARTICLE VII Bylaws**

### Section A. House Rules

- All members are expected to participate in club activities at a reasonable volume.
- All members are expected to be respectful towards one another and listen when a member or guest speaker is presenting.
- All members are expected to follow the Non-Discrimination policy strictly.

### Section B. Order of Business

- The Lyndon Genealogy Club President calls the start of the club meetings

- Each Executive Board officer may present any information since the last club meeting.
- If any associate, active, or inactive members want to present their research, they may at this time.
- After presentations, the President will run a small activity where each member is given resources and taught how to use them.
- The President will then call dismissal, but members are welcome to stay, hang out, and do research with other members.

#### Section C. Initiation

- Members will be initiated after they attend one club meeting.
- Members will be initiated at their next attendance of a meeting.
- Initiation to the Lyndon Genealogy Club includes introducing existing members and an email from the President or Vice President welcoming them to the club.

### **ARTICLE VIII**

#### **Board of Trustees**

- The board of trustees is the legal governing body of the VSC system. Nothing within this constitution is being constructed as to grant the faculty, students, or other body concerned the authority to act outside the policies of the board of trustees.
- The board of trustees has the right to suspend any Lyndon Genealogy Club activity as they see fit.