

**The Constitution of the West Virginia University
Forensic and Investigative Science Club**

ARTICLE I. NAME

The name of this organization shall be the West Virginia University Forensic and Investigative Science Club.

ARTICLE II. PURPOSE

The purpose of this organization shall be to provide opportunities for students to further their knowledge and experience in forensic science. (*Working mission statement*)

*****ARTICLE III. MEMBERSHIP**

Section 1. The voting membership of this organization shall be limited to student who have paid dues, and who are West Virginia University (Morgantown campus) students.

Bylaw Sec 1.1. Membership can be established by paying dues by 5:00pm on the Friday following the second official club meeting of the semester.

Section 2. This organization will not deny membership on the basis of age, disability status, ethnicity, gender identity, national origin, race, religion, sex, sexual orientation or veteran status.

Section 3. The membership of this organization shall consist of:

(a) Graduate/Undergraduate Students: Any student who expresses interest in any forensic discipline is eligible to join the club. Membership is limited to forensic or pre-forensic students.

Section 4. Members must attend and participate in four (4) official meetings or club sponsored events per semester to be considered an active member

Bylaw 4.1. Active members will have priority over non-active members concerning club functions and activities.

ARTICLE IV. OFFICERS

Section 1. The offices of this organization shall be President, Vice President, Secretary, Treasurer, Sergeant at Arms, Committee Chairperson and Academic Advisor.

Section 2. The duties of each officer shall be those normally pertaining to that office and are enumerated below:

- (a) The President shall perform all duties usually pertaining to this office such as calling and presiding over meetings, appointment of committees and general supervision of all club activities
 - a. The President shall make certain that the club operation is carried out within the bylaws laid out within this constitution.

- b. The President shall attend, or designate an officer to attend, the annual Student Government Association (SGA) meeting.
 - c. The President is responsible for applying for grant money from the SGA when such a need arises.
 - d. The President is responsible for finding guest speakers for each meeting.
 - e. The President is responsible for the safekeeping of the club's USB jump drive that contains an updated copy of the Constitution.
- (b) The Vice-President shall in the absence of the President perform the duties of the President and also do the following:
- a. The Vice-President shall be responsible for the initiation of new members and ensure the eligibility of new members.
 - b. The Vice-President shall issue all notices of meetings.
 - c. The Vice-President is responsible for establishing and maintaining a website or social networking page containing information on upcoming meetings and activities.
- (c) The Secretary shall perform the duties usually pertaining to this office, including, but not limited by, the following:
- a. The Secretary shall be responsible for all records of current membership and event attendance.
 - b. The Secretary is responsible for recording and emailing the minutes of each meeting to the club's constituency. Meeting minutes shall be kept on record for future reference.
 - c. The Secretary shall be responsible for writing and sending thank you notes, and issuing other official club documents'
- (d) The Treasurer shall perform the duties usually pertaining to this office, including, but not limited by, the following:
- a. The Treasure shall collect, care for, and keep accurate records of all funds of the club.
 - b. The Treasurer shall provide monthly expense reports during officer meetings.
 - c. The Treasurer shall work with the Academic Advisor to control the bank account of the club.
 - d. The Treasurer shall provide a yearly spending report of the club's finances at the end of each yearly term in office
- (e) The Sergeant at Arms shall perform the duties usually pertaining to this once, including, but not limited by, the following:
- a. The Sergeant at Arms shall maintain order and decorum among the members and all persons present at a meeting and may even expel persons from the meeting.
 - b. The Sergeant at Arms shall act as doorkeeper and is responsible for admitting only eligible persons.
 - c. The Sergeant at Arms shall acts as usher or directs the ushers and is generally responsible for the comfort and convenience of the assembly.
 - d. The Sergeant at Arms shall arrange meeting equipment such as chairs and tables.
- (f) Committee Chairperson
- a. The committee chairperson shall be in charge of seeing that the goals of the committee are fulfilled as well as reporting to the club officers the happenings and progress of the committee.

- (g) The Academic Advisor is a full-time staff or faculty member of the University, who is responsible for overseeing the bank account, policy and activities of the club.

Section 3. Elected officers, excluding the Academic Advisor, hold shared responsibilities including, but not limited to:

- (a) Assisting other officers in their given responsibilities upon request.
- (b) Being responsible for the general direction and public image of the club. Each officer must consciously strive to ensure the club is well-respected and upholds the values inherent in the mission statement.
- (c) Planning and organizing social and educational events for club members throughout the semester.
- (d) Holding office hours in the club office once a week for one (1) hour. These times are to be constant throughout each elected semester. Any change in availability must be expressed to the constituency as soon as possible.
- (e) Attending all meetings for their duration.
- (f) Attending most planned social events as a responsible leader'

Section 4. To hold an elected or appointed office in this organization, a member must:

- (a) Be a full-time student at West Virginia University (Morgantown Campus)
- (b) Maintain at least a B (3.00) average at the time of election and throughout their tenure
- (c) Be a declared Forensic and Investigative Science major, direct-admit into the aforementioned program or a pre-Forensic and Investigative Science major on track to apply to the program in the spring of their sophomore year.
- (d) Be an active member with the club for at least one continuous academic calendar (1) year.
- (e) Not be on academic or disciplinary probation.

Section 5. Club Officers shall be elected to serve for one (1) year at the last meeting of the spring semester of each year, with the exception of the Academic Advisor, whose term of office shall be two (2) years.

- (a) A majority vote of the active club membership present at the last meeting of the year shall be sufficient to elect any officer.
- (b) A motion to remove an officer from their position must first be reviewed by the academic advisor who will deem if there are sufficient grounds for removal.
 - a. Following the academic advisor's review and decision, a three-fourths majority vote of all active members at an official club meeting shall be necessary to remove an officer at any time.

Section 6. The term limit the President shall be one (1) year. This member can run for other officer positions at the end of their term. Other offices can be held for two (2) consecutive years before a new person is to be elected.

ARTICLE V. SPECIAL WVU REQUIREMENTS

This organization will adhere to the West Virginia University Conduct Code.

ARTICLE VI. FINANCIAL REQUIREMENTS

- Section 1.** The Treasurer is designated as the account manager. This person has primary authority to approve all the student organization's expenditures.
- Section 2.** All expenditures over \$100.00 require two signatures: the account manager and the President. All expenditures over \$250.00 require three signatures: the account manager, the President, and another executive board officer.
- Section 3.** The student organization's advisor may request and review all financial documents at their discretion.

ARTICLE VII. MEETINGS

- Section 1.** Regular meetings of the organization shall be held on the first Wednesday of each month in which West Virginia University classes are in session
- Section 2.** Special meetings may be called by the President, Vice-President, Secretary, Treasurer, Sergeant at Arms, Committee Chairperson or Academic Counselor.
- Section 3.** Fifteen (15) active members shall constitute a quorum.

ARTICLE X. AMENDMENTS

- Section 1.** Amendments to the club's constitution can be made with a quorum of active members each semester. The club advisor must be made aware of any amendments. The amended constitution must be made available to the club constituency. The updated cop must be sent to Student Organization services within one (1) week of its change.