

People Organizing Programs Successfully Constitution

ARTICLE I – NAME

The name of this organization shall be People Organizing Programs Successfully or POPS.

ARTICLE II – PURPOSE

1. To serve as the general all-campus programming organization.
2. To plan, present, and evaluate popular, cultural, educational, and social co-curricular programming for SMC students, faculty, and staff.
3. To work with college employees to provide a significant co-curricular learning experience for students during their enrollment at SMC.
4. To encourage retention of students by providing an active and positive social environment.

ARTICLE III – MEMBERSHIP

SECTION A: Qualifications

Membership is open to all currently enrolled SMC students.

SECTION B: Becoming a member

An interested party is considered a member of the organization after attending two consecutive meetings.

SECTION C: Attendance Policy

In order to remain as a member in good standing, an individual should have no more than 2 unexcused absences and/or 5 total absences per semester. For an absence to be recognized as excused, the individual should contact the president or advisor (prior to the meeting if possible) for approval.

SECTION D: Membership Privileges

Members of POPS assist the officers and Director of Student Activities in choosing, planning, promoting, and carrying out campus activities and social events. Members of POPS receive free admission to any POPS sponsored event. Members may also have the opportunity to attend off-campus state and national programming conferences when funds allow.

ARTICLE IV – OFFICERS

SECTION A: Officers

The officers of POPS shall be the President, Secretary, and Publicity Coordinator.

SECTION B: Qualifications

Paragraph 1: President

The office of President is open to a sophomore who is enrolled in at least 11 credit hours, and is not on disciplinary probation. The individual must have a cumulative GPA of 2.0 to run for office and must maintain a 2.0 GPA to remain in office. This individual must have served as a member of POPS for at least one semester and must be a member in good standing.

Paragraph 2: Secretary

The office of Secretary is open to any student enrolled in at least 11 credit hours, and is not on disciplinary probation. The individual must have a cumulative GPA of 2.0 to run for office and must maintain a 2.0 GPA to remain in office.

Paragraph 3: Publicity Coordinator

The office of Publicity Coordinator is open to any student enrolled in at least 11 credit hours, and is not on disciplinary probation. The individual must have a cumulative GPA of 2.0 to run for office and must maintain a 2.0 GPA to remain in office.

SECTION C: Officer Responsibilities

Paragraph 1: President

- a. Preside over all POPS weekly meetings
- b. Be the official representative of POPS before other college groups and organizations
- c. Exercise the authority and responsibility of duties delegated to and accepted by POPS
- d. Coordinate programming efforts between POPS and other clubs and organizations
- e. Attend the majority of events planned and sponsored by POPS
- f. Meet weekly with the advisor
- g. Serve at least three office hours each week
- h. Coordinate at least one social event per semester for POPS members

- i. Enforce the attendance policy as set forth in this constitution

Paragraph 2: Secretary

- a. Take minutes at all POPS weekly meetings and distribute them to other officers and the advisor within three days
- b. Preside over POPS weekly meetings when the President is unable to be there.
- c. Keep accurate records of attendance for each meeting and inform the President, advisor, and members in the event that any member falls out of good standing
- d. Maintain a computer roster of POPS members with mailing addresses
- e. Create, publish, and distribute a membership directory to all POPS members
- f. Handle correspondence with other campus departments, organizations, etc.
- g. Attend the majority of events planned and sponsored by POPS
- h. Serve at least one office hour per week

Paragraph 3: Publicity Coordinator

- a. Coordinate publicity efforts for all POPS events
- b. Maintain an inventory of publicity supplies
- c. Be knowledgeable of various computer-publishing programs and their capabilities, including but not limited to Microsoft Publisher, Print Shop, Photoshop, PageMaker, etc.
- d. Co-present, with the advisor, a publicity training session at the beginning of the academic year and at other times as needed
- e. Submit website updates to the SMC Director of Public Information in an efficient and timely fashion
- f. Serve as the contact person for *The Trailblazer*, *The Olympian*, and the Campus Bulletin Board
- g. Serve at least one office hour per week
- h. Attend the majority of events planned and sponsored by POPS

SECTION D: Term of Office

Officers are elected by the membership to serve for one year. The term of office shall begin on May 1 and end on April 31 of the following year.

SECTION E: Elections

Elections shall take place during the next to last POPS meeting during the spring semester each year. A quorum must be present in order to hold the election of new officers. Only members in good standing will be allowed to vote.

Nominations for each office shall be taken from the floor by the general membership. If the nominated individual(s) accept(s) and meet(s) eligibility requirements (see Article IV, Section B), a secret ballot vote will be taken from the general membership. The individual receiving the majority of the votes will be declared the winner.

SECTION F: Vacancies

In the event an office becomes vacant, the President shall appoint a member in good standing who meets eligibility requirements to fill the vacancy until the term would normally end. If the office of President becomes vacant, the advisor shall appoint a member in good standing who meets eligibility requirements to fill the office.

SECTION G: Removal from Office

Paragraph 1: Reasons for removal

An officer may be removed from office for the following reasons:

- a. Failure to perform his/her responsibilities as outlined in Article IV, Section C
- b. Failure to maintain the GPA requirement as outlined in Article IV, Section B
- c. Notice of disciplinary probation by the Dean of Students

Paragraph 2: Removal process for Failure to perform duties

In the event an officer fails to perform his/her assigned duties, the officer in question will be notified of the concerns and will meet with the advisor.

- a. At that time, they will discuss the concerns and how to remedy them. A contract will be written up and agreed upon on actions that will take place to remedy the concerns by a given date (not more than 1 month following this initial meeting), stated on the contract, to be adhered to by the officer in question.
- b. In the event that the officer in question does not adhere to the written contract by the date agreed upon, the officer in question will be asked to resign from their position.

- c. In the event that the officer in question refuses to resign, a removal hearing will take place at a special called meeting of the general membership. Guidelines for the removal hearing can be found in the next paragraph.

Paragraph 3: Removal process for Failure to maintain GPA requirement

In the event an officer's GPA falls below the 2.0 cumulative GPA requirement, the officer in question will be notified of the concerns and will meet with the advisor to determine if his/her performance in POPS has contributed to academic struggles.

- a. A contract will be written up and agreed upon on actions that will take place to remedy the concerns by a given date (not more than 1 month following this initial meeting), stated on the contract, to be adhered to by the officer in question. The contract may include required attendance at study sessions or required time spent in the campus tutorial lab.
- b. If positive academic improvement is not evident by the date stated on the contract, the officer in question will be asked to resign from office.
- c. In the event the officer in question refuses to resign, a removal hearing will take place at a special called meeting of the general membership.

Paragraph 4: Removal process for disciplinary probation

In the event an officer accumulates enough points on the campus disciplinary system to warrant disciplinary probation, the officer will immediately be removed from office with no option for a removal hearing.

Paragraph 5: Guidelines for a Removal Hearing

In all removal hearings, a quorum of the general membership must be present.

- a. The advisor will present the case to the general membership
- b. There will be a question and answer period.
- c. The officer in question will defend their actions.
- d. There will be a question and answer period.
- e. The advisor and officer in question will leave the room, at which time deliberations will take place between the members. If the officer in

question is the President, then the Secretary will coordinate the discussion.

- f. The members present will vote by secret ballot on whether or not to uphold the removal
- g. After the vote, the advisor and the officer in question will be invited back into the room.
- h. The advisor will count the votes in front of those present.
- i. A majority vote of 50% plus one will be required for removal. A tie does not constitute a majority vote.

ARTICLE V – RULES OF PROCEDURE

SECTION A – Meetings

Meetings of the general membership will be held once a week during the regular academic year unless otherwise agreed upon by a majority vote of the general membership.

SECTION B – Attendance

Attendance will be taken at each weekly meeting of the general membership. In order to remain a member in good standing, members must adhere to the guidelines outlined in Article III, Section C.

SECTION C – Quorum

A simple majority of the voting membership shall constitute a quorum. A quorum is required for instances regarding elections or removal of officers from office. Decisions concerning specific programming issues do not require a quorum.

ARTICLE VI – ADVISOR

SECTION A – Director of Student Activities and Leadership Development

The Director of Student Activities and Leadership Development shall serve as the advisor to POPS.

SECTION B – Role of the Advisor

The role of the advisor is to serve as a resource person and to create a positive learning environment for all POPS officers and members. The advisor shall provide guidance to students regarding campus policies and regulations and should make suggestions when appropriate on possible programming ideas. He or she shall handle all negotiations and contractual agreements when necessary. The advisor shall be in charge of all financial matters for POPS.

SECTION C – Advisor Vacancy

In the event the position of Director of Student Activities and Leadership Development becomes vacant, the Dean of Students shall appoint an advisor.

ARTICLE VII – RATIFICATION

The constitution of People Organizing Programs Successfully (POPS) will become official upon the approval of the Director of Student Activities and Leadership Development, the Dean of Students, and a majority vote of POPS members.

ARTICLE VIII – AMENDMENTS

Amendments to the constitution must be presented in writing to the POPS President and Advisor. The POPS President can take up to two weeks to review the amendment before presenting it to the general membership. To pass, all amendments must be approved by the advisor and receive a majority vote of a quorum present at any meeting of the general membership.