



Constitution of the Fayetteville State University Forensic Science Club



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Article I – Name

The name of this organization will be the Forensic Science Club (FSC).

Article II – Purpose

The purpose of the Forensic Science Club (FSC) is to promote interest and knowledge in the various aspects of forensic science not only to members of the club but also to anyone interested within Fayetteville State University and the surrounding local community.

Article III – History

In the spring of 2006, Fayetteville State University was permitted to offer a baccalaureate degree in the field of forensic science. Soon two students declared Forensic Science as their major. Interest in the major increased in the following academic year. By the spring of 2007, 12 students were accepted into the course of study and many more inquired about the major and its requirements.

In anticipation of further interest and growth in the field among students, Dr. Khalid Lodhi, the first forensic science advisor in Fayetteville State, proposed the establishment of a forensic science club during the 2007 summer break. During this timeframe, Robert Gonzalez, the first forensic science major in chemistry, served to write the constitution and serve on the initial steering committee.

The founding date of this organization is projected for early September 2007.

Charter members include: _____

Article IV - Goals

The club will strive to achieve the following goals:

1. Inform members on current issues in the field as well as provide information and inspiration for other members to pursue forensic related activities.
2. Serve as a networking tool for members; with hopes of having a reliable group of contacts both while in school and post-graduation.
3. Participate in community service activities with special focus on charitable events that assist children and on educating the general public about the field of forensic science.
4. Facilitate interdisciplinary exchange of knowledge via outside sources including, but not limited to, speakers, field trips, social activities, etc.

Article V - Membership

The FSC will serve as an organized group of students who have an interest in the various fields within the discipline of forensic science.

However, the club is open to all students in all classifications and majors who are interested in learning more about the field of forensic science. Therefore, members may include Forensic Science majors, Forensic Science minors, and students from other disciplines.

Currently, there are no requirements regarding grade point average.

Article VI – Membership Responsibilities

General membership in the FSC carries the following responsibilities:

1. All club members, including officers, are expected to develop integrity and moral character which they can carry through to their professional lives.
2. Each member who participates, or intends to participate, in club activities will pay club dues at the beginning of each semester or academic year. (The exact due date is determined by the club treasurer).
3. Each member will participate in at least one community service event held during the semester.
4. Each member will contact one of the officers 24 hours in advance to cancel participation to a planned event in which they have indicated participation.

Article VII – Election of Club Officers

The FSC will have the following officers:

President; Vice President for Events; Vice President for Community Activities; Secretary, and Treasurer
Eligibility is restricted to students with a declared major in Forensic Science and a minimum 2.5 grade point average.

The initial election of FSC officers will be held during the inaugural club meeting determined by the FSC faculty advisor. Subsequent FSC elections will be determined by current officers.

Elections must be held at least once per academic year—August through May.

General elections must include the opportunity to select new officers for all positions (no position shall be automatically carried over for an additional term).

There will be no limit to the amount of terms an officer can hold, as long as the position is acquired through proper democratic elections.

An officer may only hold one position at any given time.

Elections will be conducted during a scheduled general membership meeting.

All elections will include absentee ballots available for members voting in absentia over a period of no less than one full week prior to the scheduled general membership meeting.

Completed ballots will be counted in the presence of at least three (3) current officers.

If for any reason, any officer is unable to complete his/her duties as outlined in this constitution he/she may be asked to resign their position through consent of all remaining officers and the club faculty advisor.

Election procedures will be held as soon as possible should an officer position become open abruptly so as to avoid an extended period of vacancy.

Article VIII – Club Officers and Duties

The duties of each officer are as follows:

The **President** of the club will:

- Coordinate all club events and activities
- Make all attempts to participate in events and activities that are club related.
- Designate assigned tasks to remaining officers according to the events and activities planned for each semester. These designations must coincide with officer duties.
- Notify the respective VP at least 48 hrs in advance if he/she is unable to host a scheduled meeting or event.
- Communicate regularly with the FSC faculty advisor and obtain department approval for the use of club funds. Copies of any and all documentation relating to club funds will be copied and provided to the club treasurer for record keeping.
- Assess in collaboration with other officers, the frequency, location and approximate duration of meetings.

The **Vice-President for Events** (VP Events) will:

- Work cooperatively with the president to ensure that all events are well planned and executed.
- Be responsible for posting all information and sign up sheets related to pre-scheduled club events for the semester. (Not including fundraising and community service events).
- Host meetings related to events or event planning if the president is unable to do so.
- Ensure that all paperwork related to the club events is submitted in a timely manner and without error. Once paperwork has been forwarded to the student activities office VP Events will provide a copy to the club treasurer for record keeping purposes.

The **Vice-President for Community Activities** (VP Community) will:

- Work cooperatively with the president and be responsible for ensuring that all community service and fundraising activities are well planned and executed.
- Be responsible for posting all information and sign up sheets related to community service and fundraising activities held throughout the semester.
- Host meetings and/or events related to community service and fundraising activities if the president is unable to do so.
- Ensure that all paperwork related to community service and fundraising activities are submitted in a timely manner and without error. Once paperwork has been forwarded to the student activities office, VP Community will provide a copy to the club treasurer for record keeping purposes.

The **Secretary** will:

- Attend all scheduled meetings and take detailed notes.
- Draft correspondence to the general membership detailing topics discussed and decisions made during each club meeting. This correspondence will serve as a historical record, or minutes, of the meeting and may be mailed electronically to the general membership – including any members unable to attend.
- Corresponding with members at the behest of other officers to promote club events and activities.
- Be responsible for maintaining the current member list and ensuring that the FSC email roster reflects changes in that member list.
- Be responsible for posting all information related to the recruitment of new members. Specific details of this duty will be collaboratively determined with the other officers.

The **Treasurer** will:

- Be responsible for handling and resolving any monetary procedures relating to club events and activities.
- Establish specific dates in which periodic dues are to be paid by the general membership.
- Maintain and preserve accurate records of all club activities relating to club funding.
- Maintain the funding document folder and ensure that it is kept in an orderly fashion. (Other officers will provide the treasurer with completed documentation for which they are responsible).
- Correspond directly with student activities and ensure that the status of the club account remains updated and active. If informed that there is documentation outstanding for student activities, the treasurer will notify the responsible officer immediately so as to fulfill the request as soon as possible.
- Prepare fiscal reports for the club as needed.

Article IX – Finances

Establishment of the club and implementation of projects and activities will require generation of funds. Funds may be generated from fund-raising activities and from membership dues. Dues in the amount of _____ per (semester/school-year) must be paid to the treasurer by a specific date determined by the treasurer.

Funds are to be deposited in a checking account maintained at a FDIC-accredited bank. Only authorized officers will be allowed to make financial transactions (e.g., withdrawals). Initial authorization will be determined by the FSC faculty adviser; subsequent authorizations may be made between the FSC faculty adviser and elected officers.

Article X – Meetings

General membership meetings will be scheduled once per month, location and duration to be determined by the president.

Club officer meetings will be conducted as determined by the president.

Special meetings to coordinate for events or activities may be coordinated by one of the vice presidents.

Emergency meetings of the general membership may be called by the president with at least a 3-day notification.

Article XI – Parliamentary Procedures

The initial size of the FSC will permit the conduct of meetings to be informal with the order of discussion proceeding with the president, either or both vice-presidents, following by a review of minutes by the secretary, and financial report by the treasurer.

However, as the club size increases, parliamentary procedures may become more complex and require a more formal process. In this regard Robert’s Rules of Order will be reference as the final authority for matters not covered in the constitution.

Article XII – Amendment Clause

The initial FSC constitution was drafted prior to establishment of the club and may be ratified by $\frac{2}{3}$ of the general membership during the inaugural meeting.

Proposed constitutional changes shall be put forth to the club members during a general meeting to allow feedback on said amendments. The constitution will be amended by a $\frac{2}{3}$ majority vote by the general membership.

The FSC constitution will then be amended with the consent of current officers and the club faculty advisor.

Article XIII – Disclaimer

All officers must intend on working together to help coordinate and execute all club events and activities. All officers and members will follow guidelines as set by Fayetteville State University. Each member who participates in a club related event or activity would agree that Fayetteville State University and the Forensic Science Department are not to be held liable for any damages to person or property.

Article XIV – Affiliations

The Forensic Science Club at Fayetteville State University currently has no affiliation with any national organizations.