CONSTITUTION FOR
THE AUGUSTANA COLLEGE Math Club

ARTICLE I. NAME
The name of this organization shall be “The Augustana Math Club”.

ARTICLE II. OBJECTIVES
The purpose of the Math Club is to provide fellowship for students of the college who share an interest in and enthusiasm for mathematics.

ARTICLE III. MEMBERSHIP
Membership in the Math Club shall be open to all individuals associated with the college who are interested in math.

ARTICLE IV. OFFICERS
Section 1. Club Officers
The officers of the Club shall be a President, a Vice-President, a Secretary, and a Treasurer; succession shall be in accordance with this order. Any two of the last three offices may be combined. These officers shall perform the duties prescribed by these bylaws.

Section 2. Elections
Officers shall be elected at a scheduled meeting in April or May of each year. Nominations shall be by open nomination at the meeting. The election shall be by closed ballot. Officers-elect shall assume their offices immediately following the election and shall hold office for one year or until their successor is duly elected.

Article V. Duties of Officers
For All Officers
All Officers are expected to attend all Augustana College Math Club meetings and gatherings.

Officers shall work together to delegate tasks not specified in the Constitution.

Officers will maintain open lines of communication between the Club members and with the faculty advisor.

President
The Club President acts as the primary coordinator for all Club activities. The Club president is expected to:

Lead Club meetings;

Prepare and distribute the agenda for each meeting;

Preside at all meetings and Club functions, to the extent reasonably possibly;

Conduct regular meetings with the officers and the advisor;

Establish committees and appoint chairs to carry out assignments;

Monitor the progress of activities;
Encourage cooperation and participation of Club members;

Be available to listen to problems, suggestions, and complaints of Club members;

File the Club’s annual report;

Represent the Club at special university (i.e. The President’s Meeting) or community events, or ensure a representative attends.

**Vice President**

The Vice-President is responsible for:

The organization and execution of social events;

Running a Club meeting in the absence of the President;

Ordering and Designing a T-shirt for the club each year;

Assisting the President with planning of special events and the workload;

The oversight of committees to ensure their tasks are being completed in a timely manner and reporting back to the club;

Maintaining open lines of communication between the Club members and with the faculty advisor.

**Secretary**

The Secretary is expected to:

Record the minutes of all Club meetings;

E-mail Club meeting minutes with 48 hours of the meeting to all group members;

Compile the membership roster, and pass around a sign-in sheet at meetings;

List committee assignments;

Compile calendars of activities;

Update the Club bulletin board on the Lower Level of the Science Building;

Handle Club correspondence;

Submit an organized set of Club records to the faculty advisor at the end of the year.

**Treasurer**

The treasurer is expected to maintain basic financial management of the Club finances.

To work with ASA and present at budget hearings as needed to keep an active annual budget for the Club;
Prepare a tentative budget at the end of the Club year;

Give an accurate accounting report at the next meeting following any balance change including an account balance, recent and any estimated future expenses for social or community events which the Club has discussed;

Submit all financial statements to the Club president at the end of the year.

Publicity Director

The Publicity Director shall be in charge of all Club related publicity

Has full responsibility in running and updating the websites

Is responsible for finding new ways to make the websites more effective

Is responsible for updating the both at least once weekly with information pertinent to the club such as minutes, photos, upcoming events…etc

Is responsible for taking pictures at all Club events and keeping a scrapbook of this events and pictures

ARTICLE VI. CLUB ADVISOR
The Math Club Advisor shall be a faculty member appointed by the Chairman of the Math Department, after consultation with the Math Club officers. The Math Club Advisor shall provide liaison among the Math Club and the Math Department. The Math Club Advisor will supply counseling to the Math Club, furnish continuity of experience in Math Club operations, and provide long-range perspective to insure departmental interest in and support of the Math Club.

ARTICLE VII. MEETINGS
Regular meetings shall be held monthly as determined by the officers. Special meetings may be called by the President or Vice-President.

ARTICLE VIII. AMENDMENT OF BYLAWS
These bylaws may be amended by a two thirds vote, provided that the amendment shall have been proposed at least one meeting previous to the time of vote. Such amendments shall conform to the regulations established by the National Constitution of the Society of Physics Students.