

# Villanova Ethics Society

## Bylaws

### Article I – Structure

The Villanova Ethics Society will consist of the following subunits: the Executive Board and the general membership.

#### SECTION ONE – The Executive Board

##### A. Definition

The Executive Board will be the governing board of the Ethics Club. The Board will establish and enforce organization policy, approve all organization activities, supervise operations, and provide leadership development for members.

##### B. Membership

The membership of the Executive Board will consist of President, Vice President, Secretary, and Treasurer.

##### C. Meetings

The Executive Board will have regular meetings on a monthly basis as determined at the end of the previous semester by the President, Executive Board, and advisor.

- 1) Procedures – Meetings will be conducted by common practices as long as they are not inconsistent with the bylaws.
- 2) Attendance – All members of the Executive Board will be expected to attend each meeting of the Board and remain for its entirety. After three unexcused absences in a one-year term, a motion for impeachment will be brought against the member by the President. The discretion of the President will determine what constitutes an unexcused absence. The member will be notified within 24 hours whether the absence is unexcused.
- 3) Visitors – Any member of the University Community or other invited guest may attend a sponsored event. If a visitor wishes to address the Board, notification must be given to the President in order to be placed on the agenda.

##### D. Quorum

A quorum is defined as two-thirds of the membership of the Executive Board. A quorum is necessary to transact business at any meeting of the Board.

## E. Powers and Duties

The Executive Board will have the following powers and duties:

- 1) Establish goals, objectives, and guidelines for the Villanova Ethics Society
- 2) Initiate and implement programming
- 3) Recruit new members
- 4) Keep accurate records of expenditures
- 5) Maintain accurate membership records
- 6) Educate and inform members about Villanova Ethics Society meetings and events

## SECTION TWO - General Membership

Members must be students in good academic standing at Villanova University; potential members may join at any time, on a rolling admissions basis, but must attend at least four (4) meetings and / or events within an academic year to be considered full members with voting privileges. Exceptions to this rule are possible only during the current academic year (2003-2004), in which membership is open due to the Villanova Ethics Society's novelty.

## ARTICLE II - Officers

### SECTION ONE - Definition

The officers of the Ethics Club are as follows:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

### SECTION TWO - Qualifications

All Officers must be undergraduate students in good academic and disciplinary standing at Villanova University and must be able to fulfill at least one term of office. In addition, the President and Vice-President must also be Ethics Concentrators.

### SECTION THREE - Selection

Any member of the Villanova Ethics Society may be nominated or may self-nominate to be an officer. Officers will be elected in the middle of the spring semester by a secret ballot of all members in good standing.

### SECTION FOUR - Term of Office

Officers will be elected for terms of one year beginning at the end of the spring semester.

## SECTION FIVE – Vacancy

In the event that an Executive Board position becomes vacant before the term is completed, the Executive Board will appoint an interim replacement until the position can be filled permanently.

## SECTION SIX – Duties and Responsibilities

A. All officers will have the following general responsibilities:

- 1) Serve as a member of the Executive Board and attend all meetings
- 2) Orient successors upon completion of the selection process
- 3) Participate in sub-committees as needed
- 4) Establish personal and position goals

B. In addition, each particular officer will have the following specific duties:

- 1) President
  - a) Preside over Executive Board meetings
  - b) Plan agendas for Executive Board meetings
  - c) Serve as an official spokesperson for the Villanova Ethics Society
  - d) Provide general direction and ensure efficient functioning of all components of the organization
  - e) Serve as a liaison between the Villanova Ethics Society and other University entities as needed
  - f) Serve as a liaison for Student Government
  - g) Establish and organize ad-hoc committees as needed
  - h) Plan leadership development activities for the Executive Board
- 2) Vice-President
  - a) Assist President and function in his/her absence
  - b) Be responsible for general member leadership development activities
  - c) Be responsible for membership recruitment drives in cooperation with executive board
  - d) Direct year-long drives for membership recruitment and retention
- 3) Secretary
  - a) Maintain an accurate membership list
  - b) Maintain accurate records of business of the Executive Board meetings and distribute to others as needed
  - c) Recruit members for ad hoc committees to be in charge of special club events

- d) Participate in the budget development process and represent the Ethics Club in any budget hearings
- e) Coordinate the development and implementation of all public relations campaigns and weekly and monthly publications
- f) Keep accurate member attendance records

#### 4) Treasurer

- a) Work with the Executive Board to set goals for club events
- b) Recruit members for ad hoc committees to be in charge of specific club events
- c) Assist secretary coordinate the development and implementation of all public relations campaigns, and weekly and monthly publications
- d) Develop a yearly budget report for the Executive Board
- e) Be familiar with Student Development financial codes and guidelines and ensure that all Villanova Ethics Society financial transactions are in compliance

## Article III - Operations

### SECTION ONE - Budget

The Villanova Ethics Society budget will be approved and controlled by the Executive Board in collaboration with the Advisor.

### SECTION TWO - Advisors

The Ethics Club Advisor will be selected by the chair of Villanova's Ethics Department. The Advisor supervises and advises the organization, and directs the budgeting and long range planning of the Ethics Club. Advisors are non-voting members of the organization.

### SECTION THREE - Voting

A two-thirds majority of the membership of the Executive Board must be present to conduct official business of the Executive Board. In emergency situations where an official meeting is not feasible, the President may make a reasonable effort to contact all members of the Board in order to ascertain a vote by telephone or other means. In unusual circumstances where contacting members is impractical or unfeasible, an emergency decision may be made by the President in collaboration with appropriate coordinators and their advisor. The President must report to the Board the circumstances and the results of any such occurrence at the next Executive Board meeting.

## SECTION FOUR – Deficient Performance

Any infraction of the Villanova Ethics Society Constitution, Bylaws, guidelines, and/or failure to adequately carry out job functions by a Villanova Ethics Society Executive Board Member will constitute deficient performance. Any such member's status will be subject to review according to the following procedures.

### A. Disciplinary Conference

The President will convene a meeting with the board member and the Villanova Ethics Society Advisor to discuss the alleged deficiencies. The result of this meeting will be one of the following:

- 1) Corrective actions recommended which may include a probationary period
- 2) Decision to take no action and dismiss the issue
- 3) Recommend resignation by member or impeachment by the Executive Board

### B. Documentation

Any action will be documented in writing with copies to the member and the Advisor's file.

### C. Impeachment

If impeachment becomes necessary, the issue will be discussed at the next regular meeting of the Executive Officers in closed session. The member will be invited to be present with reasonable notice. The issue will be brought up as the first order of business at the next Executive Board meeting in closed session. The Executive Board will effect impeachment with a two-thirds majority vote. The Executive Board may also elect to impose a lesser action.

### D. Appeals

If the member is dissatisfied with the decision of the President and Advisor (described in subsection A above), s/he may appeal to the Officers of the Executive Board within three (3) working days by notifying the President in writing. The President will notify the other officers, and the member may then argue the appeal before the Executive Board at the next regular Executive Board meeting in closed session. The decision of the Executive Board will be final.

## ARTICLE IV – Amendments

Amendments to these bylaws may be proposed in writing by any member in good standing at any regular meeting of the Executive Board in which quorum exists. A proposal presented at a regular meeting will be voted on no sooner

than the next regular meeting in which a quorum exists, and will become effective upon approval by a two-thirds majority vote.

#### ARTICLE V – Ratification

These bylaws will become effective by a two-thirds majority vote of the Executive Board at a meeting in which quorum exists. Ratification becomes complete upon approval of the Director of Student Development. These bylaws, when ratified, supersede any existing documents and take effect one week following ratification unless otherwise specified in the amendments.

#### ARTICLE VI – Review

The Villanova Ethics Society Constitution will be reviewed and revised on even numbered years and the Bylaws on odd numbered years.

September 2003

Amended December 2003