

DevHawks at The University of Tennessee at Martin

Constitution

Preamble

We, the students of the University of Tennessee at Martin, in order to promote and advance the field of computer science and programming, foster a community of like-minded individuals, and facilitate the exchange of knowledge and ideas, do hereby establish this Constitution for the DevHawks student organization.

Article I: Name

Section 1. The DevHawks at UT Martin

The official name of this organization shall be "DevHawks." (A student organization of the University of Tennessee at Martin)

Article II: Purpose

Section 1. The purpose of Dev Hawks is to:

1. Promote and cultivate an environment for computer science and programming enthusiasts to collaborate, learn, and innovate.
2. Foster a sense of community and camaraderie among students interested in computer science.
3. Provide educational resources, workshops, and networking opportunities for members to enhance their knowledge and skills.
4. Encourage outreach and engagement with the broader campus and local community through technological initiatives and projects.

Article III: Membership

Section 1. Eligibility Requirements:

1. Membership in Dev Hawks shall be open to all full-time and part-time students currently enrolled at the University of Tennessee at Martin.
2. Students must maintain a 2.0 GPA to participate in any or all activities of the student organization. To participate in programming contests as part of the organization, students must maintain a GPA of 3.0 or higher.
3. The organization will not discriminate against any person for reasons which are illegal. Membership shall follow the rules and regulations set in place by the University.

Section 2. Size of Organization:

There shall be no limit to the number of eligible members which can join the organization.

Section 3. Meetings

1. General membership meetings shall be held at least twice a month.
2. Additional meetings in preparation for events may be held on a basis deemed necessary by officers.

Article IV: Officers and Faculty Advisor

Section 1. The executive board of DevHawks shall consist of the following officers:

President

Vice President

Secretary

Treasurer

Social Media Ambassador

Faculty Advisor

1. These 6 officer positions shall constitute the executive board of the organization.
2. All executive board positions, excluding *Faculty Advisor*, shall be filled through either election or appointment, whichever is in accordance with the DevHawks bylaws.

Section 2. Description and Terms of Office:

1. All executive board positions, omitting *Faculty Advisor*, are elected positions.
2. By agreeing to run for any officer position, an individual assumes the full responsibility of said position.
3. All officers serve for an entire year and may serve up to 3 years in any given officer position.
4. If an officer wishes to resign from their position for any reason during the academic year, he or she must consult with the executive board.
5. If an officer wishes to resign, and meets with the executive board, an election may be enacted as needed. All members shall be informed of an officer's resignation no less than 3 weeks before an election.

Section 3. Officer Eligibility:

1. Those who wish to run for an officer position within the organization must:
 - I. Be in good academic standing.

II. Have been a member of DevHawks for at least one full semester

2. To be eligible to serve as an officer of a registered student organization, a student must be in good academic standing at the time of their election or appointment and during their term of office. In addition, a student may be judged ineligible for office if found responsible for violating a University Standard of Conduct.

Section 4. Election Procedures:

1. The election of officers for the forthcoming year shall take place during the month of April, no later than 3 weeks before the end of the Spring Semester.
2. All members, including officers, are eligible to vote in elections.
3. Nominations may be made by members and officers.
4. Anyone interested in running for an officer position must inform the executive board at least 2 weeks prior to elections.
5. The executive board must inform all members of all possible candidates and the date of which elections shall take place.
6. Elections shall be conducted through the use of anonymous, physical ballots.
7. In the event of a tie between candidates, the executive board shall conduct a private vote to choose between the following candidates.
8. Terms start at the end of the Spring Semester, at which point all departing officers shall forward all resources to the newly elected executive board.
9. The Names of the new officers must be updated online in the Student Organization System (Runway) within two weeks. The President shall submit the list of officers' names to the Office of Student Life and Multicultural affairs.

Section 5. Faculty Advisor Appointment Procedures:

1. There is no predetermined term of office, the faculty advisor may resign or step-down, giving the executive board at least a one-semester notice.
2. If the faculty advisor reigns, it is the president's responsibility to find someone to fill the position.
3. Once a faculty member has been appointed by the president, the executive board shall vote on the incoming faculty advisor. A vote of more than 3/5 is needed to elect a faculty Advisor.

Article V: Impeachment and Removal

Section 1. Violations:

1. Failure to maintain the eligibility requirements of an officer position will result in immediate dismissal from office.
2. Any other offense that is deemed a violation of the organization shall result in an officer vote.

Section 2. Impeachment:

1. Any officer may be impeached and removed from their position by a two-thirds (2/3) majority vote of the executive board in cases of neglect of duty, misconduct, or violation of this constitution and bylaws.

2. A hearing shall be scheduled, in which the president or highest position that is not being tried shall lead the meeting. All executive board members shall be present.

Article VI: Officer Responsibilities

Section 1. President:

The President of Dev Hawks is entrusted with providing visionary leadership and strategic direction to the club. They are responsible for crafting a clear yearly strategic plan, including objectives, goals, and initiatives, and ensuring its effective execution. The President must engage and foster collaboration among club members, oversee financial management in coordination with the treasurer, and serve as the primary liaison between the club and college authorities. Conflict resolution, adherence to club bylaws, and promotion of diversity and inclusivity are integral aspects of the role. Additionally, the President is tasked with representing the club at college-wide events, facilitating succession planning, staying updated on industry trends, and reporting club activities and achievements. These responsibilities collectively define the President's pivotal role in advancing the club's success and growth.

Section 2. Vice President:

The Vice President of Dev Hawks plays a crucial role in supporting the President's vision and the overall success of the club. They are responsible for assisting in strategic planning and execution, stepping in for the President when needed, and ensuring smooth club operations. This includes helping to organize events, managing finances in collaboration with the treasurer, and actively engaging with club members to foster collaboration and teamwork. The Vice President should also be prepared to represent the club at college events and assist with conflict resolution. They participate in succession planning, stay updated on industry developments, and contribute to reporting club activities. Upholding the club's bylaws, promoting diversity and inclusivity, and embracing the club's mission are paramount to the Vice President's role, as they play an integral part in the club's growth and achievements.

Section 3. Treasurer:

The Treasurer of Dev Hawks holds a critical role in ensuring the club's financial stability and accountability. Responsibilities include managing the club's finances, creating budgets, tracking expenses, and maintaining accurate financial records. The Treasurer must collaborate closely with the President and Vice President to allocate resources for club events and initiatives. They are responsible for transparently communicating the financial status to club members and college authorities. Additionally, the Treasurer should assist in financial planning for events, fundraising, and securing necessary resources for the club's activities. Adhering to financial policies, timely reporting, and facilitating audits when necessary are fundamental to maintaining the club's financial integrity. The Treasurer's diligence and financial acumen play a pivotal role in supporting the club's objectives and growth.

Section 4. Secretary:

The secretary oversees any aspect of record-taking that pertains to the organization. The secretary is responsible for keeping track of members and taking notes on any events that occur during general

meetings. The secretary shall write an annual report by the end of the Spring Semester, detailing all key events of the past year.

Section 5. Social Media Ambassador:

The Social Media Ambassador of Dev Hawks wields the power of digital presence to promote the club's activities and engage its audience. Responsibilities encompass managing the club's social media accounts, crafting compelling content, and maintaining an active online presence. This role involves sharing updates on events, workshops, and achievements while encouraging member participation and interaction. The Social Media Ambassador should collaborate with other club members to gather content and ensure consistent messaging. Upholding the club's brand identity and promoting a positive online environment are essential. Additionally, they may coordinate with the club's leadership to create marketing campaigns and leverage social media for recruitment and outreach. Following college guidelines and adhering to respectful and ethical online conduct are pivotal aspects of this role. The Social Media Ambassador's dedication and creativity contribute significantly to the club's visibility and community engagement.

Section 6. Faculty Advisor:

The Faculty Advisor of Dev Hawks plays a pivotal role in guiding and supporting the club's endeavors. Responsibilities encompass offering guidance on club activities and goals, ensuring alignment with college policies, and assisting with administrative and logistical aspects. The Faculty Advisor should attend club meetings - as possible - to provide insights, share expertise, and foster a productive learning environment. Additionally, they serve as a liaison between the club and the college administration, helping secure necessary resources and approvals for club events. Upholding college policies and promoting a safe and respectful club environment are paramount. The Faculty Advisor may also contribute to the club's academic and professional growth by facilitating connections with relevant resources and opportunities. Their commitment and mentorship significantly enrich the club's experience and contribute to its success.

Article VII: Committees

Section 1. General Committees:

1. The executive board may establish committees as needed to plan and execute specific activities and events.
2. Committee members shall be selected by the respective committee chairs and approved by the executive board.
3. Committees shall be dismissed by the executive board once their corresponding event/activity has concluded.

Article VIII: Dues and Fiscal Procedures

Section 1. Dues:

1. Individual member dues shall be set at \$15.00 per semester.

2. Dues shall be collected from each member within one month of joining DevHawks.
3. Additional membership contribution may be required for members to attend group events. (i.e. Programming contest transportation/entrance fee)
4. The Executive board shall inform all members of any needed event contribution at least 4 weeks prior to an event.
5. Dues-paying members are eligible to vote, run for office, and attend organizational events. Non-dues paying members may still attend all DevHawks General meetings.

Section 2. Financial Transactions:

1. The names of the executive board will be listed on any financial statements applicable that are associated.
2. Basic financial transactions shall be conducted by the Treasurer, President, Vice President, and Faculty advisor.
3. Requests for funding from any part of the university shall be written and submitted by either the president or faculty advisor.

Section 3. Disposition of Funds:

1. If the DevHawks student organization is dissolved, all remaining funds shall be donated to the UT Martin Computer Science Department.

Article IX: Constitutional Amendments

Section 1. Amendment Procedure:

1. Proposed amendments shall be submitted in writing to the executive board and distributed to members by email at least two weeks prior to the vote. A two-thirds vote of dues-paying members present is required for the adoption of an amendment.

Section 2. Publication:

1. Any changes or amendments to the constitution shall be entered in the Secretary's annual report. Any constitutional changes must be reported to all members and the Office of Student life and Multicultural affairs within two weeks of their adoption.

First Adopted: September 18, 2023.