Constitution of Early Childhood Education Club of the University of Tennessee

ARTICLE I

Section I: Name

The name of this organization shall be Early Childhood Education Club of the University of Tennessee.

Section II: Mission

The mission of the Early Childhood Education Club of the University of Tennessee is to advocate for the education of young children and to cultivate and foster leaders in the field of early childhood education by offering opportunities to:

* Engage in service learning and community outreach
* Form supportive relationships within the field of early childhood education to increase networking opportunities
* Foster leadership amongst members through various networking, training, and learning opportunities in the early childhood community.

ARTICLE II

Section I: Executive Committee

1. Eligibility to serve on executive committee:
	1. Able to serve from beginning of fall semester of an academic year until the end of spring semester in the same academic year
	2. Fulfill all requirements of eligibility to be a member of Early Childhood Education Club of the University of Tennessee which include:
		1. Be a current student of the University of Tennessee
		2. Adhere to rules set forth by the Early Childhood Education Club of the University of Tennessee Constitution
		3. Attend a minimum of 50% of Early Childhood Education Club of the University of Tennessee meetings from the point at which a member joins until the end of the Spring term
2. President
	1. Oversees the committee meetings
	2. Calls regular and special meetings
	3. Prepares agenda for meetings
	4. Reserves meeting space
	5. Communicates with the organization’s advisor regarding decisions and updates
	6. Maintain registration with the UTK student organization office
3. Vice President
	1. Carries out responsibilities of the President in the case of President’s absence
	2. Carries out special assignments and tasks
	3. Assist president in administrative tasks
4. Treasurer/Secretary
	1. Maintains accurate and current information of the organization and membership
	2. Keeps attendance records
	3. Forwards meeting notes to committee officers after each meeting
	4. Maintains accurate and current account of all organizational funds
	5. Responsible for dispensing of funds in accordance with the goals and programs established by the organization
	6. Submits yearly financial statement to the advisor
	7. Take attendance at all meetings and events

Section II: Advisor

1. The advisor must be a faculty of staff member of University of Tennessee.
2. Responsibilities of the advisor:
3. Oversee, support, and advise executive committee
4. Oversee official documentation, including signing, advising, and revising paperwork Act as a liaison between Early Childhood Education Club of the University of Tennessee, Child and Family Studies Department, and Teacher Licensure

ARTICLE III: Membership

Section I: Non-Discrimination/Same-Sex Organizations

1. Membership is to be open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.
	1. Same Sex Organization, requirements:
		1. Registered student organizations, including those affiliated with an extramural organization shall be open to all students- unless the organization, by its nature, exists explicitly for a certain subgroup- in selecting its membership. The U.S. Department of Education Office of Civil Rights has established clear criteria for exemption from Title IX for student organizations. The criteria is as follows:
			1. The organization must have tax-exempt status under Section 501 of the Internal Revenue Code.
			2. Members must be limited to students, staff, or faculty at the University of Tennessee.
			3. The organization must be a “social fraternity or sorority” as defined by the United States Department of Education.
2. A member of Early Childhood Education Club of the University of Tennessee is defined as any student at the University of Tennessee, Knoxville who adhere to all rules set forth in the Early Childhood Education Club of the University of Tennessee Constitution and must attend at least 5 meetings and/or events during that academic year.

Section III: Recruitment Process

 To recruit new members, the organization will advertise through social media, recruitment fairs, word of mouth, class visits, utilize department list serves, etc.

ARTICLE IV: Procedures

Section I: Meetings

1. Early Childhood Education Club of the University of Tennessee shall meet once a month, regularly, decided upon by executive committee.
2. Meetings will be announced to members in advance.
3. All meetings of Early Childhood Education Club of the University of Tennessee, except for those that contain confidential information, shall be open to the public.
4. The executive committee may schedule more than one meeting a month in the case of upcoming events or pushing responsibilities.

Section II: Voting

1. Any matters that may need voted on will require a 2/3 vote among the members present at the time.
2. In the case of a split vote, voting will occur via a poll distributed through email to all members.

Section III: Elections

1. Eligibility for executive committee include:
	1. All eligibility requirements of a member are fulfilled
	2. Ability to serve for an entire academic year
	3. Candidates will be self-nominated
	4. Must attend at least one meeting before running
	5. Limited to one position per year
2. Term
	1. Committee members will serve until resignation, graduation, or impeachment
	2. Committee members can be voted off at any point of the academic year by committee for neglecting responsibilities, failing to abide to the constitution, or unethical behaviors.
3. Voting
	1. Votes will be casted using paper ballots at the end of year meeting. Majority vote formalizes officer position.

ARTICLE V: Financial Statement

1. There are no dues for membership.
2. The Treasurer shall be responsible for the budgeting, disbursement of funds, and getting payment authorization from the organization’s advisor. The organization Secretary shall be responsible for the collection of dues. The Treasurer is also responsible for following all University of Tennessee cash-handling and accounts payable policies.
3. A yearly financial statement with be provided to the organization’s advisor for review.
4. In the event of the dissolution of this group, all accrued funds and assets shall revert to the Early Learning Center.