

# Constitution of Students Supporting Free Moms at NC State

## TABLE OF CONTENTS

<b>ARTICLE I: NAME &amp; PURPOSE</b>	<b>2</b>
SECTION A: NAME	2
SECTION B: PURPOSE	2
<b>ARTICLE II: MEMBERSHIP</b>	<b>2</b>
SECTION A: DEFINITION OF MEMBERSHIP	2
SECTION B: ELIGIBILITY	2
SECTION C: BECOMING A MEMBER	2
SECTION D: PERSONAL CONDUCT	2
SECTION E: GRIEVANCE PROCEDURES	3
<b>ARTICLE III: OFFICER POSITIONS</b>	<b>5</b>
SECTION A: EXECUTIVE BOARD	5
SECTION B: GENERAL BOARD	6
<b>ARTICLE IV: ELECTIONS &amp; IMPEACHMENT</b>	<b>7</b>
SECTION A: ELECTIONS	7
SECTION B: IMPEACHMENT	8
<b>ARTICLE V: MEETINGS</b>	<b>8</b>
SECTION A: BOARD MEETINGS	8
SECTION B: QUORUM	9
<b>ARTICLE VI: AMENDMENTS &amp; DISSOLUTION</b>	<b>9</b>
SECTION A: CONSTITUTION AMENDMENTS	9
SECTION B: DISSOLUTION	9

## **ARTICLE I: NAME & PURPOSE**

### **SECTION A: NAME**

The official name of this student organization is Students Supporting Free Moms at NC State

### **SECTION B: PURPOSE**

The purpose of this student organization is to support Free Moms in their mission to bring free hugs, friendship, homemade goodies to NC State! Free Mom Thursdays occurs from 9:30am-12:00pm and 1:00-4:00pm every Thursday. We help to coordinate reservations, marketing, and working with administration to ensure the smoothness of Free Moms staying and bringing their love to NC State!

## **ARTICLE II: MEMBERSHIP**

### **SECTION A: DEFINITION OF MEMBERSHIP**

All persons meeting the qualifications through eligibility as established in the by-laws shall be a member. Voting membership shall include only currently enrolled NC State students.

### **SECTION B: ELIGIBILITY**

- (a) Membership is open to all NC State University students, faculty and staff.
- (b) There will be no discrimination based on race, religion, color, sexual orientation, national origin, sex (including pregnancy), age, veterans' status or handicap in the activities, programs and operation of the organization or in the selection of members.

### **SECTION C: BECOMING A MEMBER**

To Become a member, one must meet with an Executive Board member to show interest in joining and be willing to help the student organization.

### **SECTION D: PERSONAL CONDUCT**

#### **Personal Conduct:**

- (a) All members of Students Supporting Free Moms at NC State are subject to NC State University's Student Code of Conduct and any rules deemed necessary and proper by the Executive Board in addition to those in the Students Supporting Free Moms at NC State Constitution. Any action that violates or threatens the purpose of Students Supporting Free Moms at NC State will be handled according to the Disciplinary Action by-laws of the Students Supporting Free Moms at NC State Constitution.
- (b) Hazing of any member of Students Supporting Free Moms at NC State will not be

accepted and is explicitly forbidden. Any action considered hazing will constitute grounds for immediate removal from the organization and disciplinary actions as outlined by University Policy and state law.

### **Violations of Constitution:**

- (c) If at any time a member of the organization has reason to believe a member has violated any section of the Students Supporting Free Moms at NC State Constitution, this individual is obligated to bring the violation to the attention of the Executive Board either in person or anonymously. The accused will have the opportunity to present the case on their behalf. The Executive Board will then determine if there are grounds for further investigation and/or disciplinary procedures. Proceedings will commence after obtaining 2/3 vote from the executive members.
- (d) A member who is found to be in violation of these rules and regulations will be subject to a three-tiered discipline structure over the course of two consecutive semesters. The first offense will require a formal apology to the Executive Board which will document: 1) the circumstances of the violation, 2) any potential disciplinary action arising from the violation, and 3) an agreed upon plan of action to correct the violation and prevent similar behavior in the future formed by that member and the President of the Students Supporting Free Moms at NC State. A second offense will require the same actions of a first offense, in addition to a member addressing general membership with the formal apology. A third offense will mandate that the member be removed from the team for conduct detrimental to the purpose and/or operations of Students Supporting Free Moms at NC State.
- (e) At any time, if the Executive Board finds a violation to be serious or severe enough to require that a member be removed from the organization, it will require a majority vote of a special committee composed of the Executive Board. The committee will be formed to hear the member's petition to remain on the team. The member will be afforded the right to explain their conduct and take questions from the committee regarding the incident. A simple majority vote will be needed to render a decision whether to proceed with the dismissal. A disciplined member may request an appeal or a rehearing conducted by the Executive Board during the course of a general meeting, at which time a 2/3 vote of the general membership will be required to sustain the disciplinary action.
- (f) If a board member accumulates two violations over the course of their term (one academic year), this individual will be stripped of their executive status and placed in general membership. An election should then be held to replace this member.

## **SECTION E: GRIEVANCE PROCEDURES**

### **(a) Filing a Complaint:**

Any member of Students Supporting Free Moms at NC State (the "Complainant"), believing themselves to be aggrieved by any action of Students Supporting Free Moms at NC State or individual member of Students Supporting Free Moms at NC State may file a complaint, typewritten, to Students Supporting Free Moms at NC State within 15 days of the incident. The complaint must be given to the President of the Executive Board who will distribute the complaint to the members of the Executive Board and all persons

involved. If the President is involved, the Vice–President will assume these responsibilities.

**(b) Processing the Complaint:**

All person(s) involved in the incident must be notified and the President of the Executive Board makes a thorough investigation within 15 days.

**(c) Mediation of the Complaint:**

Within five days of the end of the investigation, the President will proceed to set up a Grievance Committee unless both deem the complaint invalid. If the President is involved, the Vice–President will assume the responsibilities of the involved person.

**(d) Grievance Committee :**

This committee will consist of the Board and four members of the organization. If any of the aforementioned committee members are directly involved, they will be replaced with non–biased members. This committee will conduct a hearing with the complainant and all other person/s involved in the incident.

**(e) Penalties:**

This committee will determine and impose any of the following penalties:

**Reprimand:**

A communication, either public or private, of Students Supporting Free Moms at NC State's disapproval of the subject's actions. A reprimand may be combined with dismissal.

**Suspension/Expulsion:**

A ruling that, for a specified time, the subject is forbidden from participation at regattas, practice and/or any other Students Supporting Free Moms at NC State activities.

**(f) Appeal:**

Appeal from a decision of the Grievance Committee may be filed by any party involved, provided that a written notice is filed with the President of the Executive Board, within ten days after the decision. The President will forward copies to all other parties, all of whom shall have the right to submit written responses to the appeal, delivered to the President within ten days of the receipt of the notice of appeal. The Grievance Committee will review all responses to this appeal and render a decision with respect to the appeal no later than fifteen days after the receipt of all materials. A decision of the Grievance Committee with respect to the appeal shall be final and binding on all parties.

**(g) General:**

All notices, reports and decisions are to be made in writing. The President may reduce any time period under this Section if either determines that such action is necessary to expedite the resolution of a controversy in order to do justice to any Party. Participation in a grievance procedure shall be deemed to constitute agreement to be bound by the provisions of this section and the decision rendered in accordance therewith.

## **ARTICLE III: OFFICER POSITIONS**

### **SECTION A: EXECUTIVE BOARD**

#### **Executive Board:**

- (a) The Executive Board will act as the administrative body of Students Supporting Free Moms at NC State and will include a President, Vice President, and Treasurer.
- (b) The President will act as head of the Executive Board.
- (c) Executive Board Approval is defined as an agreement of the Executive Board through consensus.
- (d) If the Executive Board can not reach a consensus, in circumstances of time constraints (as determined by the President), the decision will be brought to a general board vote.
- (e) All Executive Board members must maintain Active membership for the duration of their election or if not an active member, can be subject to dismissal by a vote of two thirds of the General Board.

#### **President:**

- (f) Schedule and preside at all meetings.
- (g) Representative of Students Supporting Free Moms at NC State to all organizations, entities, and people.
- (h) Register Students Supporting Free Moms at NC State as a student organization each year.
- (i) Act to develop and devise the vision of the Students Supporting Free Moms and present this vision, with appropriate plans and budget, to the Board at the beginning of each semester.
- (j) Ensure prompt responses are given to all emails from administrators and interested students.
- (k) Oversee and assist fellow officers as needed.
- (l) Organize and hold all officer elections before the End-of-Year Banquet.
- (m) Appoint members to the board when a willing member can fill a vacant position, with a three-quarters (3/4) board vote.
- (n) Work first hand with Free Moms and join meetings when necessary to ensure adequate collaboration is up to date.

#### **Vice President:**

- (o) Fill in duties for an absent President and aid development of meetings.
- (p) Ensure the marketing is active and getting out to these places, but not limited to, The Howl, Nubian Message, and Technician.
- (q) Work with Liaisons to ensure there is nothing that is interfering with the work of Free Mom events, nor interfering with anyone else.
- (r) Keep up to date on changing PRR (Policy, Rules, and Regulations), to keep the President up to date.

- (s) Lead marketing and liaison meetings, as they see fit, to ensure that their departments are running smoothly.
- (t) Be the secretary during board meetings and write the minutes and when chairing the board meeting delegate the matter to who they deem fit for the role.

**Treasurer:**

- (u) Responsible for all Students Supporting Free Moms at NC State bookkeeping.
- (v) Submit budget requests to Student Government (SG) and all other necessary paperwork.
- (w) Responsible for providing written/electronic receipts for all expenses/collections.
- (x) Responsible for ensuring all members pay the defined fees and expenses including enforcing academic holds as necessary to ensure compliance.
- (y) Participate in all training related to funding and bookkeeping provided by university organizations including Student Government.

**SECTION B: GENERAL BOARD**

**General Board:**

- (a) The general board consists of all members of Students Supporting Free Moms at NC State who hold an Officer or Executive Board position.
- (b) The Executive Board will act as head of the General Board.
- (c) Each officer has the authority to form committees and delegate duties as they see fit, but is ultimately responsible.
- (d) All General board members must maintain Active membership for the duration of their election or if not an active member, can be subject to dismissal by a vote of two thirds of the Executive Board, unless otherwise stated.

**Liaisons:**

- (e) Work with the executive board to ensure that campus administration is up to date and in accordance with Policy, rules and regulations at NC State to ensure the smooth running of Free Mom Events.
- (f) Represent a notable student organization at NC State that includes but not limited to Student Government, University Activities Board, and Interfraternity Council.

**Assistants:**

- (g) Work on Social Media and other marketing related material about updates with student government and when and where they are meeting.
- (h) When available, come to various Free mom events and help set up and/or tear down the necessary material for the Free Mom events.
- (i) Help the Executive board in any way that is needed to ensure the functioning of Free Moms and Students Supporting Free Moms at NC State.

## ARTICLE IV: ELECTIONS & IMPEACHMENT

### SECTION A: ELECTIONS

#### Elections:

- (a) Any active member may be elected to the Executive Board.
- (b) Students Supporting Free Moms at NC State will guarantee open nominations for the purpose of the election of the Executive Board.
  - (i) Nominations for a particular office will be opened at the beginning of a specially scheduled meeting and will be closed immediately prior to the voting of that office.
  - (ii) Any member may nominate himself and/or any other member of Students Supporting Free Moms at NC State. Nomination of another member requires acceptance of said nomination before proceeding.
  - (iii) There is no restriction on the number of offices for which a member may be nominated, but he/she can only be elected to two non-conflicting offices, only one of which may be an Executive Board position.
- (c) Elections will be held by electronic vote after a presentation of the nominees' platforms.
- (d) One individual can hold office for a maximum of 2 years, but with mutual agreement between executive board and serving member, a subsequence position of 2 years may be agreed upon.
- (e) In order to run for the office of President, the individual must meet at least one of the following criteria:
  - (i) Held a previous Executive Board office.
  - (ii) Team membership of a minimum of 3 semesters.
- (f) Voting will begin with the office of President, followed by Vice President, and lastly, Treasurer. A simple majority of quorum voting by secret ballot is necessary for election to an office. If no one candidate receives a simple majority of the votes, the members will hold a secondary vote by secret ballot using the two candidates with the most votes in the primary vote, until one candidate wins a simple majority of the votes and becomes the new officer.
  - (i) Any members not elected to one office may run for any of the subsequent offices.
- (g) The offices will officially take effect on May 15th of the election year and run until May 15th of the following year, unless otherwise consulted by the board to be different.
- (h) Between the date of election and the date of the offices taking effect, the current Executive Board will work with and train the new Executive Board.
- (i) If in the case that the President can no longer perform the job responsibilities, has

to resign from the position, or cannot complete the term as President; the Vice President will be elevated to the position of President and an election will be held to replace the vacated office of Vice President.

- (j) In the case that a board position is empty due to no member being nominated, no member accepting the position, or a member vacating their position, that position's duties and responsibilities will default to the president.
  - (i) The president may reopen the position for nominations and election.
  - (ii) The president may appoint a willing member to the position, with a three-quarters (3/4) board vote.

## **SECTION B: IMPEACHMENT**

### **Impeachment:**

- (a) Impeachment proceedings can be initiated by any member or any Executive Board member when an officer is found to be slack in duty, or on University disciplinary probation, or found guilty of criminal activity, expelled or suspended from the University, or guilty of any other behavior or action deemed inappropriate by Students Supporting Free Moms at NC State, its members, or Executive Board.
- (b) Impeachment proceedings will be initiated by charges being levied at a scheduled meeting and Student Leadership and Engagement will be notified if impeachment proceedings will take place. This will be followed by a hearing board made up of the Executive Board, three representatives from the general board, by random draw, and an appointed Student Leadership and Engagement faculty member. The findings of the hearing board will be presented to the membership at a scheduled meeting, where a three-quarters (3/4) vote of a quorum of active members will be necessary to remove the accused individual from their post.

## **ARTICLE V: MEETINGS**

### **SECTION A: BOARD MEETINGS**

#### **Board Meetings:**

- (a) Board meetings are to be held at least twice during each semester.
  - (i) Attendance at board meetings is mandatory for all Board members.
  - (ii) The time of each meeting will be determined by the Board before the first meeting of each season.
  - (iii) Open Board meetings are open to all members of the organization.
  - (iv) Closed board meetings are closed to all non-Board members of the organization.
- (b) Executive board meetings are to be held once a month during the semester.

- (i) Executive board meetings are closed to all non-Executive Board members of the organization.

## **SECTION B: QUORUM**

Article II. A quorum of Students Supporting Free Moms at NC State is necessary to conduct official business at a Students Supporting Free Moms at NC State meeting. A quorum will consist of two-thirds (2/3) of the Executive Board and three-fourths (3/4) of the general board. The Secretary or an Executive Board member present will ensure that a quorum exists at the opening of each meeting.

Article III. A proxy to vote on board materials is acceptable for all board members with prior approval by the President or Vice President. This proxy can include a non-board member or another board member with the exclusion of executive board members.

Article IV. Proxy of a board member can only represent one missing board member.

## **ARTICLE VI: AMENDMENTS & DISSOLUTION**

### **SECTION A: CONSTITUTION AMENDMENTS**

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have a quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

- (a) Amendments to the Constitution may be offered by any member in typewritten form and submitted to the Secretary of the Board.
- (b) This constitution shall be amended only by a two-thirds (2/3) majority vote of the active Board.

### **SECTION B: DISSOLUTION**

- (a) All assets will be sold at or below market value to pay off any remaining debts.
- (b) All remaining assets will be donated to a succeeding organization.
- (c) If there is no succeeding organization or the succeeding organization does not accept all of the assets, remaining assets will be sold at or below market value.
- (d) If there is no succeeding organization or the succeeding organization does not accept, all of the funds will be donated to the Free Moms 5013C here at NC State.
- (e) If Free Moms 5013C does not accept or exist at time of dissolution, then all funds will be donated to NC State Student Government.

## **LATEST REVISION DATE**

April 14th, 2026

Signed:

President of Students Supporting Free Moms at NC State