



Eastern Gateway Community College: IT Club

Article I: NAME AND PURPOSE

- a. The name of this student group is the Eastern Gateway Community College (EGCC) IT Club and will hereafter be referred to as the IT Club.
- b. The purpose of the student organization:
 - i. To participate in leadership development activities.
 - ii. To participate and voice themselves in their social and academic education and participate and engage in the campus community.
 - iii. To improve campus life.
 - iv. To support student programs and otherwise aid in their coordination and enrichment.

Article II: MEMBERSHIP

a. Conditions of Membership

- i. Student members will abide by the EGCC Code of Conduct Policy as outlined in the most recent College Catalog.
- ii. Student members will not discriminate based on race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status, or national origin.
- iii. Student members will ensure that its members will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
- iv. To be considered an EGCC student member in good standing, one must currently be enrolled and attend at least 2 meetings in an academic semester (Fall, Spring).

- v. To be considered an EGCC alumnus member in good standing, one must not be currently enrolled, due to graduation or other separation, excluding expulsion, and attend at least 2 meetings in an academic semester (Spring, Fall).

b. Classes of Membership

- i. Student Organization Members: Members of the IT Club are comprised of EGCC students, EGCC Alumni, and EGCC faculty, regardless of location or modality of study. All members in good standing are considered voting members.
- ii. Student Groups
 - 1. A student group must have at least five (5) current students, which may include the officers, to be considered an active organization at the college.
 - 2. Cabinet: The student group will elect among themselves a Cabinet, which will serve as the lead liaisons between the group, the advisor, and other EGCC student groups. The cabinet is comprised of:
 - a. One (1) President, who will only vote in instances where there is a tie.
 - b. One (1) Vice President
 - c. One (1) Secretary/Communications Officer

c. Advisors

- i. The student organization is advised by a full-time Eastern Gateway Community College faculty member. All full-time faculty are eligible to advise the group.
- ii. Student organization advisors may designate additional individuals to assist with the advising role.
- iii. Advisor Responsibilities
 - 1. Attending club meetings.
 - 2. Work with group officers and members to establish goals, campus events, fundraisers, etc.
 - 3. Be familiar with college guidelines and offer input to student groups.
 - 4. Assist with outside contacting and contracting.
 - 5. Be accessible.
 - 6. Provide guidance to student group officers' decisions to ensure that they are in accordance with EGCC guidelines.
 - 7. Refer any issue between advisors and club members to the Director of Student Activities.

Article III: ROLES AND RESPONSIBILITIES

a. Student Organization Member Responsibilities

- i. To conduct regular meetings.
- ii. To establish activities to accomplish group goals and objectives.
- iii. Represent the student organization in any manner they deem relevant and be aware of the opinions and ideas of other members.
- iv. Maintain an effective working relationship with other student organizations.

- v. Vote on all motions placed before the student organizations.
- vi. Attend and participate in organization-sponsored functions, meetings, and events.
- vii. Avoid actions that would be considered conduct warranting disciplinary action or removal from the organization or their elected office, including but not limited to:
 - 1. Dereliction of duties
 - 2. Dishonesty, defamation, or theft
 - 3. Publishing false or malicious statements concerning other members of the college community
 - 4. Abusive language, actions, or threats
 - 5. Refusal to comply with reasonable requests from the college administration
 - 6. Non-compliance with the Student Code of Conduct
- viii. All student organization members are expected to comply with the Student and Campus Code of Conduct both on campus, via virtual meetings and events, and while participating in official functions off campus.
- ix. Student organization members are expected to comply with the recommendations of the organization advisor, the Director of Student Activities, Administration and/or Board of Trustees regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action.
- x. Student organization members shall take no action that would violate any local, state or federal laws, any policies or procedures adopted by the Administration, Board of Trustees or any student's rights to privacy.
- xi. To perform other responsibilities as deemed necessary by the student group.

b. General Responsibilities

- i. Student organizations shall not discriminate against any person on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, sexual orientation, or disability.
- ii. Hold annual elections for officers (if applicable).
- iii. All student organization members must comply with the Student and Campus Code of Conduct both on campus and while participating in official functions off campus.

Article IV: OFFICERS OF THE CLUB

SECTION 1 – Officers

The officers of the Club shall include but not be limited to: President, Vice President, Secretary/Communications Officer.

The Officers, as may be deemed necessary, can identify and elect other officers from time to time.

SECTION 2 – Duties

The duties of the IT Club officers shall be to direct the operation and activities of the Club in accordance with the EGCC Mission Statement including but not limited to:

- a) Holding a minimum of 10 meetings per academic year.

- b) Electing Officers to fill vacancies occurring during the academic year.
- c) Electing additional Officers, or appointing additional committees, during the year as may be deemed appropriate
- d) Delineating duties of the committees.

The duties of the officers shall be those duties and powers usually incident to their respective offices, guided by the EGCC recommended Club structure, and as established by the IT Club.

SECTION 3 - General Responsibilities:

- (A) Fosters a sense of goodwill and fellowship with the Eastern Gateway Community College IT Club and provides representation as deemed advisable.
- (B) Assists in creating and completing tactical, student focused goals of the IT Club for the upcoming year prior to the start of each semester and presents them at the first meeting of the academic year.
- (C) Attend all IT Club related functions and meetings, unless prior notice is given in writing to the IT Club faculty advisor and Officers and approval is granted by the Faculty Advisor.
- (D) Acts as a liaison between the IT Club, faculty, staff, and the college administration.
- (E) Assist in planning and implementing all IT Club events held virtually or in-person (if they are located at a campus).
- (F) Represents IT Club at meetings and assigned committee meetings.
- (G) Votes only on matters before the IT Club in the instance of a tie.
- (H) Exercises all additional recommendations necessary or required to serve the best interests of the College and the IT Club as directed by the Faculty Advisor or the administration.
- (I) Provides efficient communication of ideas and opinions from the IT Club, administration, faculty, and staff while encouraging campus-wide involvement.
- (J) Promotes integration, coordination, communication, and cooperation between all student clubs, organizations, committees, councils, and societies on campus in an unbiased manner.
- (K) Maintains complete confidentiality of all student clubs, organizations, committees, councils, societies, and individuals pertaining to sensitive and/or confidential information.
- (L) Acts as a mediator between student clubs, organization, and societies as needed.
- (M) Maintains professional relationships with the IT Club, administration, faculty, staff, and community.

SECTION 4 – Qualifications:

- (A) Must be a high school graduate or currently enrolled in the College Credit Plus or the Early College programs.
- (B) Must be registered as a student of EGCC or its partnership schools.
- (C) Must have at least a 3.0 cumulative GPA in accordance with official college records.
- (D) Must have completed at least twelve (12) credit hours of Eastern Gateway Community College coursework and maintain a total of six (6) credit hours per semester at EGCC.
- (E) Must maintain good academic standing within EGCC as determined by the Registrar.
- (F) All officers must be members in good standing at the time of their election and at all times during their tenure.
- (G) Attendance at two IT Club meetings per academic semester (Fall, Spring) is a prerequisite before eligibility for an elected position.

Preferred Qualifications:

- (A) Experience in peer leadership with the ability to effectively lead and serve on a team.
- (B) Ability to work independently and to collaborate effectively with other student organizations, college employees and 3rd parties.
- (C) Experience with business communication in a professional environment.
- (D) Previous experience with public speaking.
- (E) Have a passion for IT, technology, and how it applies to the future of the associated professions, hobbyists, and students.

SECTION 5 – Roles:

A. The President: The main duty of the President is to oversee all functions in accordance with IT Club and governing By-Laws.

Position Summary: The President of the IT Club is responsible for executing the provisions of the IT CLUB and assists the Faculty Advisor in club related duties. The President oversees the general operation of the IT Club and assures goal completion and Officer effectiveness. The President is under the general supervision of the Faculty Advisor assigned to the IT Club.

Nature and Scope: Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May work with other College employees. Typical duties include, but are not limited to the following:

Position Specific Responsibilities:

- (A) Oversees and delegates, as deemed necessary and appropriate, such duties to carry out the functions and day-to-day business of the IT Club.
- (B) Represents the IT Club at functions where the President is specifically requested. If the President is unable to be the official student representation, the President appoints another Officer to do so.
- (C) Calls to order, resides, and maintains order over scheduled and emergency IT Club meetings.
- (D) Calls emergency meetings, which require a majority of the present total membership of the IT Club with no less than twenty-four (24) hours advanced notice.
- (E) Notifies the IT Club of the cancellation of General meetings.
- (F) Serves as the spokesperson for the IT Club with assistance from the assigned Faculty Advisor.
- (G) Has oversight and input of the meeting agendas of the IT Club and order of business prior to every General meeting.
- (H) Acts as the main correspondent between Faculty Advisor and IT Club.
- (I) All other duties as assigned by the Faculty Advisor of the IT Club

B. The Vice-President: The main duty of the IT Club Vice Presidents is to perform the duties of the President in his/her absence and to assist in the efforts of the IT Club towards its goals.

Position Summary: The Vice-President of the IT Club is responsible for executing the provisions of the IT CLUB in conjunction with the President and assists the Faculty Advisor in club related duties. The Vice-President assists the President in the general operation of the IT Club and

assures goal completion and Officer effectiveness. The Vice-President is under the general supervision of the Faculty Advisor assigned to the IT Club.

Nature and Scope: Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May work with other College employees. Typical duties include, but are not limited to the following:

Position Specific Responsibilities:

- (A) Assumes all assigned powers as well as performs all duties of the IT Club President in their absence.
- (B) Assumes Presidency in case of the IT Club President's position becomes vacant until the next regularly scheduled election of the IT Club.
- (C) Oversees the process of replacing the IT Club Vice President's position, if a vacancy occurs.
- (D) Assists the IT Club President in overseeing the work and representation of the IT Club.
- (E) All other duties as assigned by the President, the club advisor, and/or the Director of Student Activities.

C. The Secretary: The main duty of the IT Club Secretary is to oversee the communications and manage the records for the IT Club.

Position Summary: The Secretary of the IT Club is responsible for executing the provisions of the IT CLUB in conjunction with the IT Club President and Vice-President and assists the Faculty Advisor in club related duties. The Secretary assists the President, Vice-President, and Faculty Advisor with administrative tasks, data, and records management, and serves as the communications officer for the group. The Secretary is under the general supervision of the Faculty Advisor assigned to the IT Club.

Nature and Scope: Primary duties are generally limited to the type of function of the assigned office or area. May have frequent contact with other offices requiring knowledge of college organization and procedures. Work is performed with regular supervision. Assignments are given in the form of verbal or written instructions. May work with other College employees. Typical duties include, but are not limited to the following:

Position Specific Responsibilities:

- (A) Manages the recording of minutes, filing of records and creation of letters with assistance from the advisor.
- (B) Creates memos, proclamations, petitions, proposals, and other IT CLUB related documents with assistance from the advisor.
- (C) Prepares and distributes IT CLUB agendas, records, minutes, and other related documents upon request with assistance from the advisor.
- (D) Distributes copies of the IT CLUB agendas, minutes and other public documents upon request with assistance from the advisor.
- (E) Maintains general and complete IT CLUB files, accessible to all officers.
- (F) May maintain a social media channel if one is established for IT CLUB.
- (G) Be responsible for all IT CLUB correspondence, may work with other members to assist.

- (H) Establishes an agenda for each General and Event Planning meeting of the IT CLUB with input from the appropriate Officers.
- (I) Maintains inventory of all equipment, supplies, and related administrative items for the IT CLUB.
- (J) Assists the Event Chair, should one be established, in the creation of the Event Binder (or virtual folder) to be presented to the newly elected Officers.
- (K) Serves as the primary contact between the IT CLUB and student clubs/organizations in regards to IT CLUB meetings and reminders.
- (L) As a member of the IT CLUB OFFICERS, assist the IT CLUB President and Vice-Presidents in serving as the primary contact between the IT CLUB and College departments in all matters pertaining to the IT CLUB.
- (M) Updates office related calendars with meeting times, events, and other activities using office technology; ensures information is shared with all necessary parties.
- (N) All other duties as assigned by the Faculty Advisor.

SECTION 6 – Term of Office

The term of office shall be no greater than one academic year. Officers shall serve no more than three consecutive terms in any single office.

SECTION 7 – Election of Officers

A nominating Committee, composed of the current Cabinet and Faculty Advisor, shall establish a slate which will be announced two weeks prior to the final IT Club meeting in May. It shall be the responsibility of the nominating Committee to find qualified candidates to be slated.

The officers shall be elected at the final meeting in May by a majority vote of the members present, in good standing, and voting. The final meeting shall be held no later than the last week in May.

The newly elected Officers' terms shall commence upon the conclusion of the last IT Club meeting in May unless otherwise specified by the IT Club.

Article V: COMMITTEES

The Officers may appoint committees that include IT Club members in good standing who are not otherwise IT Club officers. Such committees have the authority to bind the IT Club to the extent that such authority has been specifically delegated to the committee by the Officers.

Article XI: AMENDMENTS

The by-laws may be adopted, repealed, or amended, in whole or in part, at any time, by the affirmative vote of two-thirds (2/3) of the members in good standing at an IT Club meeting after the announcement of such amendment is made at the previous IT Club meeting.

Resolution

WHEREAS, the Eastern Gateway Community College Clubs ("Clubs") are organized for the purpose of advancing the interests of the College, its alumni, and various constituencies, and

WHEREAS, the quality and procedures with which various Clubs are operated are reflected upon the College, its alumni, and constituencies.

NOW, THEREFORE, the Officers of the Eastern Gateway Community College IT Club hereby endorses, adopts, and agrees to be fully bound by, and accepts the benefits of, Eastern Gateway Community College.

Adopted this 20th day of February, 2023

Eastern Gateway Community College IT CLUB

X Joseph Beaulieu
Joseph Beaulieu (Feb 22, 2023 08:55 EST)

Joseph Beaulieu
President, EGCC IT Club 22'

X Roberta Parnicza

Roberta Parnicza
Faculty Advisor

X Abbie Twyford Wilson
Abbie Twyford Wilson (Feb 22, 2023 10:58 EST)

Abbie Twyford Wilson
Director of Student Activities