

# **SubSpace 620: University of Alberta Science Fiction and Fantasy Club Constitution**

## **Purpose:**

The SubSpace 620: Sci-Fi & Fantasy Club is intended to be an open, informal club for University of Alberta students, faculty, and staff who share a common interest in all forms of science fiction and Fantasy.

## **Membership:**

The SubSpace 620: Sci-Fi & Fantasy Club being a university supported association must have at least two-thirds (2/3) of its membership made up of active Students' Union members. Apart from this, however, there will be absolutely no restrictions on who may join the club, save where membership of an individual violates club rules, student code of behavior, university regulations, or municipal, provincial, or federal laws. Any violation of the above rules by a member will be brought before the executive council to decide on appropriate action of dismissal and if severe brought to university and public authorities (see *Club Discipline*).

As well, each member must pay an annual membership fee of \$6.00. This fee entitles members to admission to all SubSpace 620: Sci-Fi & Fantasy Club functions, use of office, and voting privileges on club decisions.

## **Executive:**

The directors of the SubSpace 620: Sci-Fi & Fantasy Club will serve as an organizing body for all club functions, and will be voted in annually by total of all paid club members. The executive will consist of a president, a vice president, a treasurer/ secretary and two to three extended executives. It is hoped that the executive will be an organizing body only and that all members will become active in the decisions affecting the club.

## **Roles of Executive:**

### President:

The responsibilities of the president are for the outside relations of the club, keeping the master phone and e-mail lists and making sure that all the executive members are doing their duties and has signing authority ( need two signatures for club checks).

### Vice President:

The responsibilities of the vice president are to be our club liason to the Students' Union, in contact with Student Groups Coordinator, to keep the club informed of all fund raisers and Students' Union decisions. The VP has signing authority ( need two signatures for club checks).

### Secretary/Treasurer:

The responsibilities of the secretary/treasurer are to keep minutes of the meeting, and accurate accounts. Must provide an annual budget for the Student's Union and university officials upon request, a monthly update on club account at all club meetings and has signing authority ( need two signatures for club checks).

### Extended Executive:

The responsibilities of the extended executive have no definite duty except those under *Executive Responsibilities* and can assist any of the executive in their duties.

### **Executive Responsibilities:**

1. Upon taking office all five-six elected members will form the executive council of the SubSpace 620: Sci-Fi & Fantasy Club for that year. The new club executive will take office in the last week of August before the start of the University of Alberta fall term.
2. One member of the executive will be given the responsibility of the club internet account. They will be responsible for keeping the website updated and checking the club email address.
3. Calling and e-mailing members for a club event should be done within one week prior to an event. If an executive has a problem with this can talk to the reigning president and work out a time that the person can call or email prior to an event. If an executive fails to phone their members, he/she will be brought before the council for discipline ( see *Club Discipline*).
4. All executive must hold at least one period ( fifty minutes) of office hours a week. Office hours can be shared but both must executive members must show up for the allotted time. All executive must show up at all office hours that he/she have posted. If you can not make it, please post a message to the club mailing list before your office time with your reason. If a member misses their office hours and does not leave a message, he/she will be brought forth to the council for discipline ( see *Club Discipline*).
5. All executive must notify the secretary/ treasurer of any club purchases that have been approved by the two thirds (2/3) of the club executive.
6. The SubSpace 620: Sci-Fi & Fantasy Club recognizes that all executives are students first and will grant a leave of absence for any executive member. All duties of that member will be transferred to the rest of the executive council.
7. Keys to the office:
  - President-office key, cash box key, file cabinet key.
  - VP -office key, file cabinet key.
  - Sec/tres - cash box key, mail box key ( office key and file cabinet key in mail box).
  - Extended- mail box key.
  - If an executive loses their key, he/she will be held responsible for the replacement of that key.
8. It is the responsibility for those members with mail box keys to bring all mail to the office and post it in the office.

### **Conduct of The Executive:**

1. The executive is responsible for all members in the club during club time (office hours and club events).
2. All club members must act accordingly to all laws of Canada, regulations of the University of Alberta, student code of behavior, and all club rules.
3. The executive are to ensure that these rules, regulations and laws are upheld by the members of our club and are to bring forth any member who continue to disregard any of these rules, regulations or laws to the executive council.
4. At any function the highest ranking executive will be responsible for the group (except during office hours). The ranks of executive in order are the president, vice-president, secretary/treasurer, and extended executive (their order of rank will be determined by one of the upper executive and be left as "in charge").

### **Meetings:**

#### Executive Meetings:

The executive must meet at least twice a term to discuss activities for the club. All club members may attend these meetings. Meetings have to be posted in the office so members can attend if they want to.

#### Club Meetings:

Must be held at least once every second month and all members are to be notified at least one week in advance.

### **Elections:**

#### On-line Elections:

1. The club webmaster (or one other Executive member) and two other club member who are not running for office will be appointed to be the Electoral Officers for the course of the Election.
2. Electoral officers must agree on the fairness and security of the online balloting system and can determine an election to be invalid by 2-thirds majority decision
3. If an online election is declared invalid, the election must be re-run off-line

#### Off-line Elections:

1. Any executive who is not running for re-election or any member of the club who is not running for office may run the ballot box.
2. Need three members who are not running for office to count ballots.
3. If a ballot cannot be read or has been marked for more people than there are positions it will be considered spoiled.

#### Nominations and Other Election procedures

1. Anyone with a membership for the University of Alberta SubSpace 620: Sci-Fi & Fantasy Club may run for any position on the executive but must have someone else who is a member to second the nomination.
2. The executive must pick a date for the end of nominations and voting for next years council at start of the winter term of University of Alberta.
3. The newly elected executive will take office in September for the next school year.
4. No Election will be necessary if there are no nominees running against each other, they will win by proclamation.

5. If there is a least one position that two or more members that are running for, a election must be held.
6. If any position is not filled during the election in the winter term can be filled in a election at the beginning of the fall term of the University of Alberta.
7. The nomination list must be available outside on the club bulletin board at all times.
8. Two lists must be formed in case one is lost.
9. After the new executive is formed, the current executive must train them on procedures of the club.
10. All new executive and re-elected executive must read the club constitution and sign it. Failure to do so will result in loss of office and runners up during the election will be give the position.
11. All executives must sign a letter of resignation in black ink when they retire or quit from office.
12. If no member is interested in running for office, and no member wants to be re-elected and therefore no election could be held then the club will be considered disbanded at end of current school year ( see *Club Will*).

#### **Club Discipline:**

1. Any charges against a member and/or executive must be brought forward to executive council.
2. The executive council will hear all the information for reasons of the allegations
3. If there is sufficient evidence, the executive council will discuss and vote on a proper disciplinary action needed to deal with the situation.
4. If any serious violation of student code or laws, the executive council will have to meet with the ombudsman and the director of student groups co-ordinator for proper legal handling.
5. Executive council can and will vote someone out of the club.
6. It is the executive council's responsibility to be informed of all rules and regulations of University of Alberta.
7. If there is a problem in the executive that cannot be handled peacefully then the director of student groups will be called in as mediator. The people in the executive have to accept the decision of the mediator.

#### **Status of Members:**

##### Active:

members that actively participate in club activities and shows up to most events and meetings.

##### Non-Active:

members who do not show on a regular basis or not at most club events or meetings.

##### Good Standing:

any member who abide by all rules governing the club. This is given to all first time members and have full rights and privileges of the club. After losing this status can only regain it on approval of the council.

##### Not in Good Standing:

any member that has been accused of charges and are awaiting executive council decision. Have full rights and privileges in the club unless the executive council decides other wise.

##### Probationary:

any member that the executive council considers can have a second chance and will be watched for a set period of time that the executive council decides on. have full rights and privileges of the club. If the member breaks the rule again will be kicked out of the club.

Suspended:

any member that has been accused of a serious charge and are waiting on the executive councils decision. Loss of privileges and rights of the club.

Revoked:

any member who fails to follow the governing rules of the club will be asked to leave and will be removed form the club member list. Loss of rights and privileges in the club.

**Rank:**

Ranks will be used as a marker for standing within the club and ranks will change as seen fit by the executive council.

Admiral:

any ex- captain of the club that has retired from the executive.

Vice Admiral:

any one who has done lots work for the club but did not hold office as a captain and has retired from the executive.

Captain:

any reigning president.

Commander:

any reigning vice.

LT. Commander:

any reigning secretary/treasurer.

LT:

any member on the extended executive.

LT. Junior:

any member in the club who has been for more than one year.

Ensign:

any first time members.

**Rules of the Club Office:**

1. Office can be used as a study space, TV or movie watching, listening to music or tapes, club meetings or as a place to socialize.
2. No sex, drugs, alcohol, smoking or anything illegal.
3. All members and guests are to clean up after themselves before leaving the office.

All members must obey

## The television commandments

includes VCR, DVD player, TV and stereo

- I. This Audio-Visual Equipment is owned and used by the SubSpace 620: Sci-Fi & Fantasy Club. We reserve the right to give and/or take the privilege of the usage of this equipment to and from the other Clubs sharing this office (as recognized by the Students' Union). Any damage caused by anyone using this equipment will be financially responsible for the repair and/or replacement of the equipment. See your personal copy of the Student Code for details.
- II. No Films and/or television programs containing any offensive material (i.e. pornography, extensive nudity, extreme gore and violence, or any offending ideals being expressed) may be played on the equipment. Also, any material played that is offensive to a viewer in the office, regardless of majority opinion, must be immediately SHUT OFF, and in failure to do so, privileges will be revoked (See *Club Discipline*).
- III. The Equipment may not be removed from the office, or moved within the office, without written permission from two thirds of the SubSpace 620: Sci-Fi & Fantasy Club top executive. This includes the SubSpace 620: Sci-Fi & Fantasy Club as well. If any club within the office wishes to use the equipment after 5:00 p.m., or on weekends and holidays, a written proposal must be presented to the SubSpace 620: Sci-Fi & Fantasy Club.
- IV. The SubSpace 620: Sci-Fi & Fantasy Club has priority over the equipment for any SubSpace 620: Sci-Fi & Fantasy Club. This is non-negotiable. If any other club within the office contests, the Students' Union does have equipment available.
- V. Please be considerate and generous about the time used on the equipment. In other words, don't hog the TV. Anyone doing so will be asked to move aside, and if they do not comply their privileges will be revoked as well.
- VI. The SubSpace 620: Sci-Fi & Fantasy Club reserves the right to ban anyone or any club from the usage of our equipment. If a banee chooses to ignore our wishes and uses the equipment, the SubSpace 620: Sci-Fi & Fantasy Club will hold the individual and the club he/she belongs to responsible. This will be followed by an inquiry by a representative of the Students' Union (read your Code).

**Club Will:**

When the club disbands all equipment will be donated to the Students Union, members, and Alumni. This list includes:

1. TV
2. VCR & DVD Player
3. Stereo
4. Books
5. Models
6. Ship manual
7. Filing Cabinet
8. Posters
9. Videos
10. Desk
11. Fan

**Club Bylaws:**

1. Bylaws can be added, removed, or changed by a vote by a 2/3 majority of club members.
2. Any changes to the constitution has to be done before the end of the winter term, if no changes were made then the constitution has to be handed in as the way it is during club registration for the fall term.
3. No changes can be made to the constitution during the spring and summer session terms at the University of Alberta.

**Signatures:**

President:

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VP:

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Sec/Tres:

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Extended:

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