

**By-Laws of the
Student Turning Point Society
Of Case Western Reserve University
January 20, 2014**

BY-LAW I

Officer Responsibilities

Executive Director shall:

1. Be directly responsible for the operations of the Student Turning Point Society (hereinafter “the Society”).
2. Preside over all regular, special, and Executive Committee meetings of the Society.
3. Serve as member ex-officio to all committees of the Society.
4. Review and approve all Society checks and contracts before submission to the Office of University Events and Donor Relations for processing and final approval.
5. Represent the Society to the outside community.
6. Appoint all standing and ad hoc committees with the approval of the Executive Committee.
7. Conduct the initiation ceremony.
8. Conduct the election process.
9. Serve as the principal liaison with the Advisor

The Director of Finance and Administration shall:

1. Perform the duties of the Executive Director in his/her absence.
2. Maintain the By-Laws of the Society.
3. Serve as Parliamentarian.
4. Be responsible for the general supervision of the finances of the Society
5. Be responsible for the preparation of the annual budget of the Society, as well as maintain up-to-date financial records.
6. Receive all payments to the Society and give appropriate receipts.
7. Be responsible for the prompt processing of the bills of the Society.
8. Maintain a record of the history and traditions of the Society.
9. Be responsible for the internal communication of the Society.
10. Keep the minutes at all General, Special, and Executive Committee meetings of the Society.
11. Perform other duties as the Executive Committee may determine.

The Director of Membership shall:

1. Be responsible for planning, coordinating, and implementing events that encourage students to apply to the Society.
2. Oversee the membership selection process of the Society.
3. Be responsible for the constant evaluation of membership.
4. Oversee the judicial process.
5. Chair the Membership Committee.
6. Perform other duties as the Executive Committee may determine.

The Director of Programming shall:

1. Be responsible for planning, coordinating, and implementing all events of the Society, unless otherwise designated.
2. Maintain membership information for the purpose of planning events.
3. Conduct the new member orientation program.
4. Chair the Events Committee.
5. Perform other duties as the Executive Committee may determine.

The Director of Public Relations shall:

1. Be responsible for external communication and promotion of the Society.
2. Assist the Director of Membership in planning coordinating, and implementing events that encourage students to apply to the Society.
3. Assist the Director of Programming in planning, coordinating, and implementing the events of the Society.
4. Be responsible for the overall maintenance and development of the web page.
5. Chair the Public Relations Committee.
6. Perform other duties as the Executive Committee may determine.

BY-LAW II

Standing Committees

The Standing Committees of the Student Turning Point Society shall be:

1. Membership committee
 - a. The Director of Membership shall serve as the chairperson of this committee.
 - b. Oversees and implements the membership process of the Society.
2. Events Committee
 - a. The Director of Programming shall serve as the chairperson of this committee.
 - b. Coordinate the internal and external events of the Society.
3. Public Relations Committee
 - a. The Director of Public Relations shall serve as the chairperson of this committee.
 - b. Shall be responsible for the promotion and advancement of the Society.

BY-LAW III

The Executive Committee

The executive committee shall:

1. Approve all standing and ad hoc committees of the Society.
2. Administer routine business between the regular meetings of the Society.

Elections of the Executive Committee shall:

1. Be held yearly in the month of March.
2. Be open to all members of the Society.
3. Consist of an affirmative vote by a majority of the active members of the Society present for the election process.
4. The election process shall consist of the following timeline:
 - a. Two weeks before elections, the Executive Director will accept nominations for each of the executive offices. An active member maybe nominated by another active member or may nominate himself/herself for any position.
 - b. Forty-eight (48) hours before the elections, those members who have been nominated for a position will have to either accept or decline the nominations.
 - c. The election process will be called to order by the Executive Director. Elections will follow this order: Executive Director, Director of Finance and Administration, Director of Membership, Director of Programming, and Director of Public Relations. The election for each office will consist of the nominees addressing the membership if desired in alphabetical order while the other nominees are outside of hearing distance. After each nominee has had the chance to speak, all nominees will leave the room. Discussion will consist of each nominee being presented in alphabetical order with a limit of four (4) minutes to each nominee. Comments will be limited to positive, constructive, non-redundant, concise remarks relevant to the ability of the nominee to serve the office. At the conclusion of discussion, each member will write down one nominee on a piece of paper and the Executive Director and Advisor will collect the votes from each member.
 - d. In the event a nominee does not receive a majority vote for a position, another vote will be taken between the two nominees receiving the greatest number of votes.

Replacement of Officers:

1. When an officer has failed to perform the duties outlined for his/her position as stated above, he/she will be asked to vacate that position.
2. When a position is available either by resignation or removal, a special election shall be held to fill the vacant position as soon as possible.

BY-LAW IV

Membership

1. All full-time matriculated undergraduate students of Case Western Reserve University are eligible to apply for membership to the Society. The initial members of the Society shall be chosen by the Office of University Alumni Affairs. Thereafter, members shall be selected in accordance with the following procedures. The membership selection Process shall consist of two phases:

a. Phase One – Written Application

1. This application shall serve the purpose of establishing the applicant's leadership capabilities, commitment to Case Western Reserve University, and ability to represent student life appropriately.
2. This application shall be created by the Membership Committee with the approval of the Executive Committee.
3. The membership committee, under the guidance of the Director of Membership, will review each application received in order to determine the candidates who will be granted an interview.
 - i. This initial application review is open to all members of the Society, who may vote on the potential candidates at the review.
 - ii. Each candidate will be discussed individually.
 - iii. Candidates receiving a majority vote of approval from Society members present at the application review will be granted an interview.
 - iv. Prior to the interview process, the membership committee will rank each candidate receiving an interview based upon the information received in the application.

b. Phase Two – Interviews

1. The Purpose of this interview session is to determine how well the applicant communicates his/her interest in promoting Case Western Reserve University.
2. Each applicant that advances through the written phase shall be interviewed by two active members of the Society and one staff member of the Office of University Events and Donor Relations.
3. Each interviewee will be assigned an overall average score from the three active members that interviewed him/her.
4. After the interview process, the Society will convene to discuss each candidate. The rankings and interview scores will determine final selection to membership in the Society.

2. Actions deemed unbecoming to the Society shall be grounds for membership termination.

3. Upon discussion in the Executive Committee, a member may be brought before the active members of the Society to be terminated by a two-thirds vote of those present.

BY-LAW V

Amendment

These By-Laws may be amended by a majority vote of the members of the Society present at a meeting duly called for the purpose of amending the By-Laws.