

Truck Club at Virginia Tech Constitution

ARTICLE I: NAME & PURPOSE

Section A: Name - The name of this club shall be the Truck Club at Virginia Tech.

Section B: Registration - Truck Club at Virginia Tech is a Registered Student Organization at Virginia Tech.

Section C: National Affiliation - This club is not a member of a national or state organization.

Section D: Purpose - The purpose of this club shall be:

1. Serve the New River Valley and Virginia Tech community.
2. Provide a space where trucks become a vessel for positive change.
3. Strive to establish a culture of respect, hard work, and family among our members.
4. Encourage people of all interests and backgrounds to join our community.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all Virginia Tech students and community members upon payment of dues as outlined in Section B.

Section B: Dues - Dues shall be \$30 per semester or \$50 per year. Failure to pay dues before the due date will result in inability to access the benefits associated with membership.

Section C: Benefits - All paid members are granted the TCVT benefits. These include but are not limited to the following.

1. Discounted TCVT Merchandise
2. Private event access
3. Exclusive sponsorship benefits

4. Event related deals
5. Membership card
6. Private Discord server

Section D: Sanction - A two-thirds (2/3) affirmative vote of all active officers is required to sanction an active member. If said member is sanctioned then membership status is revoked, and they are banned from all public and private events for the duration of the sanction. This can be for a minimum of 1 month and a maximum of 1 semester. If a second sanction is placed on any person, for any reason, then the individual will immediately be removed from the club (ban).

Section E: Guests to TCVT Events - TCVT Members are responsible for any and all guests that they bring to public or private events of the club. Members can be sanctioned for the actions of their guests.

Section F: Removal (Banned) - A unanimous vote of the officers is required to remove and ban an active member. If said member is banned then membership status is revoked immediately.

Section G: Renewal - A two-thirds (2/3) affirmative vote of all active officers is required to renew any sanctioned members. If said member is renewed then membership status is renewed immediately. Members that have been banned are not eligible for membership renewal.

Section H: Alumni - Alumni are treated as lifetime members. Not eligible to vote.

ARTICLE III: OFFICERS

Section A: Officers - The officers shall be a President, Vice-President, Secretary, Treasurer, Chief Social Media Manager, Events Coordinator, Chief Marketing Manager, Sponsors Relations Liaison, and Alumni Relations Liaison.

Section B: Eligibility - Officers must be full-time or part-time students at Virginia Tech. Must be a paid Truck Club at Virginia Tech member. Persons running for President or VP must have held at least one other officer position for at least one semester to be eligible to run for President. One semester is defined as holding a TCVT officer position throughout one fall or spring semester. To be eligible for any officer position, one must be an active member for one full semester. Members that have been

sanctioned at any point are not eligible for officer positions. Extenuating circumstances may be considered by current officers.

Section C: Normal Elections - The officers shall be elected by ballot at the first meeting in the month of April by a simple majority of the vote cast for that office. Prospective officers must be approved by current officers and then must be physically present at the election date. Normal elections are voted on by the general membership.

Section D: Officer Approval - The officers shall meet and approve the applications of officer positions from all the applicants. In order to be approved to run in the normal election the applicant must obtain a simple majority voted by the current officers. Without a simple majority the applicant is then notified that their application is not approved and thus said candidate cannot run for said officer role. Officers may provide candidates that do not meet the simple majority threshold an alternative position if officers believe said candidate would be best fit for said role.

Section E: Term - The officers shall serve for one year and their term of office shall begin at the commencement of the Fall semester. Those eligible may hold the same officer role for a maximum of 3 years. If an officer is elected in the Fall semester then their term will commence in the Spring semester and shall serve for that Spring semester alone. Officers elected in the Fall will have to run again for officer positions in the late Spring.

Section F: Vacancy - If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term. Vacancies in any other officer role shall be filled by the President until a special election can be done.

Section G: Special Election - Election date is determined by the current officers. Full members will be notified of the date and will have a certain time decided upon by the current officers to apply for the open positions. Simple majority of the vote cast for that officer indicates winner of the new position. Officers have the ability to nominate members if necessary but must still hold an election. Special elections are voted on by current officers only.

Section H: Nomination - The officers may nominate prospective officers. Approval of all nominations and any requests to become an officer are given by active officers.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President - It shall be the duty of the President to:

- Appoint committee chairpersons as needed.
- Maintain a professional record of all TCVT members aided by the Vice-President, Alumni Relations Liaison, and Sponsors Relations Liaison.
- Maintain an updated record of current and former TCVT Officers.
- Manage and represent the services TCVT has to offer.
- Maintain order and uphold the integrity of the organization.
- Maintain up-to-date documentation regarding Registered Student Organization (RSO) Good Standing Policies.
- Manage the voting procedures and processes with assistance from the other officers.
- Perform such other duties as ordinarily pertain to the office.
- Preside at meetings.
- Represent the club in a professional manner.
- Respond to emails or messages regarding organizational matters if deemed necessary by the Secretary or Vice-President.
- Schedule TCVT meetings and events with assistance from the other officers.
- Serve as an ex-officio member of all committees.
- Vote only in case of a tie.

Section B: Vice-President - It shall be the duty of the Vice-President to:

- Assist in scheduling TCVT meetings and events.
- Assist the President in any way that is beneficial to the organization.
- Assist in voting procedures and processes.
- Be a bridge between the President and the other members and officers in the organization.
- Maintain order and uphold the integrity of the organization.
- Manage TCVT intramural activities and involvement.
- Preside in the absence of the President.
- Represent the club in a professional manner.
- Respond to emails or messages regarding organizational matters if deemed necessary by the Secretary.

Section C: Secretary - It shall be the duty of the Secretary to:

- Assist in scheduling TCVT meetings and events.
- Assist in voting procedures and processes.
- Create campaigns and send them out in a timely manner.

- Issue notices of meetings and conduct the general correspondence of the club.
- Maintain an up-to-date record of TCVT history.
- Maintain an up-to-date record of TCVT security information.
- Maintain TCVT records of important documentation.
- Record the minutes of all meetings.
- Record the potential new member documentation from large events like Gobblerfest and Gobblerfair.
- Respond to emails and relay any necessary information to the President or Vice-President if available.

Section D: Treasurer - It shall be the duty of the Treasurer to:

- Assist in scheduling TCVT meetings and events.
- Assist in organizing and managing funding events for the organization or for charity.
- Assist in voting procedures and processes.
- Create a cost benefit template if necessary when it comes to deciding how the organization will use its funds.
- Deliver payments or reimbursements if necessary.
- Keep an itemized account of all receipts and expenditures and make reports as directed.
- Maintain an up-to-date record of paid members.
- Maintain banking documentation and information.
- Manage membership dues.
- Manage merchandise orders.
- Receive all funds and process Request for Payment, Deposit Slip, Officer Signature Forms or other forms of payment.
- Relay paid membership information to the Sponsors Relations Liaison.
- Request for funding if necessary from Sponsors, Student Budget Board, or other entities.
- Transfer money from TCVT Venmo account in a timely manner.
- Keep Records Up to Date and Public to Organization Officers and Members
- Prepare a financial report/statement monthly for the organization's officers/Board/full membership. Comparing organizational records (transaction record) against the bank statements. The bank statement should not be used as the source for an organization to record its transactions, as there would be nothing to compare it to for accuracy.

Section E: Events Coordinator - It shall be the duty of the Events Coordinator to:

- Create an event schedule
- Procure plans for events
- Seek all important documentation for events that include but is not limited to insurance, emergency plan, food permits, etc.
- Must negotiate with local, state, and federal officials if necessary for events
- Create roles and responsibilities for members at events
- Promote events

Section F: Chief Social Media Manager - It shall be the duty of the Chief Social Media Manager to:

- Answer messages that get sent in through the social media platforms.
- Assist in scheduling TCVT meetings and events.
- Assist in the creation of flyers, logos, and other promotional materials with the Chief Marketing Manager.
- Assist in voting procedures and processes.
- Assist the Alumni Relations Liaison with the TCVT LinkedIn group account.
- Maintain up-to-date documentation of all of the TCVT social media accounts.
- Maintain up-to-date social media documentation.
- Manage and update social media accounts including the TCVT website.
- Monitor of community guidance and acting accordingly if not followed.
- Post events and other necessary information on social media accounts.

Section G: Chief Marketing Manager - It shall be the duty of the Chief Marketing Manager to:

- Assist in scheduling TCVT meetings and events.
- Assist in voting procedures and processes.
- Assist in the creation of flyers, logos, and other promotional materials with the Chief Social Media Manager.
- Maintain up-to-date licensing documentation.
- Maintain up-to-date logo and design documentation.
- Market events in a timely manner.
- Promote events and TCVT as an organization with local, state, and university organizations and platforms.
- Promote the organization in a business friendly manner.

Section H: Sponsors Relations Liaison - It shall be the duty of the Sponsors Relations Liaison to:

- Assist in scheduling TCVT meetings and events.
- Assist in sponsorship applications.
- Assist in voting procedures and processes.
- Locate and negotiate with potential sponsors.
- Maintain updated membership discounts, deals, and other information records.
- Maintain updated sponsor records.
- Promote organization to sponsors and to future potential sponsors.
- Represent TCVT in a business friendly manner.
- Seek the continued support from sponsors.

Section I: Alumni Relations Liaison - It shall be the duty of the Alumni Relations Liaison to:

- Assist in scheduling TCVT meetings and events.
- Assist in voting procedures and processes.
- Be a bridge between the Alumni and the current TCVT members.
- Maintain a healthy relationship with former TCVT members.
- Maintain up-to-date Alumni information records.
- Owner and manager of the TCVT LinkedIn account.
- Send emails and messages when necessary to Alumni with the assistance of the Secretary.

ARTICLE V: OFFICER REMOVAL

Section A: Dereliction - Any TCVT officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section B: Dismissal - A written request is approved for consideration only if it is stating the reasons for dismissal and signed by at least five (5) active members of the club and where at least one (1) of those active members is an active officer. This dismissal must be submitted to the President or VP.

Section C: Notify - Before the next GBM, written notification of the request and the reasons for dismissal must have been given to the offending officer. This dismissal must be presented at the next private mandatory members-only meeting (Special Meeting) by the officer that signed the dismissal.

Section C: Removal - A two-thirds (2/3) affirmative vote of all active members in attendance is required to remove the officer from office.

ARTICLE VI: MEETINGS

Section A: Officer Meetings - Meetings shall be held weekly during the school year. Dates and times are decided and subject to change at the discretion of the TCVT officers. At least 4 Summer meetings must occur and are at the discretion of the TCVT officers. Anyone who is not an officer is prohibited from joining the meetings unless stated otherwise by the officers.

Section B: Special Meetings - Special meetings may be called by the President or VP.

Section C: General Body Meetings - GBMs shall be held during the first Wednesday of every month. Dates and times are decided and subject to change at the discretion of the TCVT Officers. GBM's shall be open to the general public.

Section D: Parliamentary Authority - Robert's Rules of Orders, shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section E: Agenda -The basic agenda at meetings shall follow:

1. Call to order
2. Roll call
3. Officer Follow-up Report (optional)
4. New business
5. Officer reports
6. Announcements
7. Adjournment

ARTICLE VII: SPONSORSHIPS

Section A: Eligibility - Must be a legitimately established business. Potential sponsors must complete a sponsorship application that is provided by TCVT officers.

Section B: Approval - Sponsorships are chosen and approved at the discretion of the TCVT officers. A simple majority is required to approve a sponsor. Potential sponsorships must not conflict with pre-existing TCVT Sponsors.

Section C: Partnership - An approved sponsor is eligible to use any and all benefits provided by TCVT. Officers will coordinate with sponsors individually to understand how both parties can assist each other.

Section D: Termination - Sponsorships may be terminated at any time but a two-thirds (2/3) affirmative vote of all active officers is required for termination.

ARTICLE VIII: SERVICES

Section A: Pallet Pickup - TCVT is willing to provide pallet pickup services to the public. All services are individualized and customized to each request. Those in need of service must contact a TCVT officer or email truckclubatvt@gmail.com directly. Service availability may change due to weather, availability, resources, and more. This service is completely free of charge but donations towards the club are greatly appreciated. All service requests must be signed by the requested person. This signature constitutes that the person receiving the service understands and agrees to the fact that Truck Club at Virginia Tech is not liable for any damages or other incidents during the provided service.

Section B: General Moving Assistance - TCVT is willing to provide moving assistance services to the public. All services are individualized and customized to each request. Those in need of service must contact a TCVT officer or email truckclubatvt@gmail.com directly. Service availability may change due to weather, availability, resources, and more. This service is completely free of charge but donations towards the club are greatly appreciated. All service requests must be signed by the requested person. This signature constitutes that the person receiving the service understands and agrees to the fact that Truck Club at Virginia Tech is not liable for any damages or other incidents during the provided service.

ARTICLE IX: ADOPT-A-HIGHWAY

Section A: Duty - TCVT will uphold its duty to maintain Truck Club at Virginia Tech Highway per its contract with VDOT. At least one trash pickup will be completed by TCVT and its members per semester. The logistics and handling of these pickups will be in coordination with the TCVT officers and VDOT.

ARTICLE X: AMENDMENTS

Section A: Selection - The Constitution is binding to all members of TCVT, but is not binding unto itself.

Section B: Proposal - Amendments to the Constitution must be proposed in writing by an active member of TCVT at any GBM. Proposed amendments shall be voted upon at the first GBM of each semester.

Section C: Notice - All members shall receive advance notice of the proposed amendment at least five days before the meeting in which the proposed amendment shall be voted on.

Section D: Affirmation - Proposed amendments will become effective following a two-thirds (2/3) affirmative vote of the active members at the meeting.