



Article I | Name of Club Organization

The official name of the Club Organization is the **CUNY School of Professional Studies Management and Entrepreneurship Leadership Organization (MELO)**, hereby referred to as **MELO**.

Article II | Mission

MELO is a student run Club Organization that allows all CUNY SPS students interested in building professional connections and community to share resources and socialize with other students who share similar interests. Students shall gain these skills through meeting attendance, group events, and other opportunities. **MELO** also provides the opportunity to meet faculty members, administration representatives, and business professionals. Through membership, students become acquainted with professional development and networking not taught in the classroom. Membership in **MELO** is open to all currently enrolled CUNY SPS students. All activities and events sponsored by Student Activity Fees will be open to all CUNY SPS students without exception. No person shall be denied membership or participation in a School club, event, or activity because of national origin, race, sex, physical disability, political or religious beliefs, or sexual preference.

Article III | Membership

1. Eligibility. Membership is open to any enrolled CUNY SPS student who has an interest in making connections with others of similar interests. Membership in **MELO** is open to any current student regardless of age, sex, sexual orientation, race, handicap or disability, color, religion, veteran status, and national and ethnic origin.
2. Voting. All **MELO** members are eligible to vote. Beginning in Spring 2022, members will be eligible for election to an officer position only after actively participating during said semester of held elections.
3. Membership Removal. Membership in **MELO** may be suspended or terminated by the Office of Student Life following the consideration by the members of that Club Organization. Sufficient cause for such suspension or termination of membership may be the violation of this Constitution or any lawful rule or practice adopted by **MELO** or other conduct deemed by the Office of Student Life to be prejudicial to the best interests of **MELO**.
 - 3.1 Those members who have acted in a way that is disruptive to the mission of **MELO** may be excused from the Club Organization after a simple majority vote by the members of the Club Organization. A list of charges will be emailed to the expelled member by an officer of **MELO**. The member shall have thirty (30) days to appear in person or on zoom to present any defense to refute discharge for reinstatement to the Club Organization.

- 3.2 The decision for suspension or termination shall be by a simple majority vote of the Club Organization members.
- 3.3 The President shall notify by email the Office of Student Life and the Club Organization Advisor at least five (5) days prior to suspending or terminating any member. Notification will include the complete list of charges and any other pertinent information.

4. Alumni

- 4.1 Alumni may continue to participate in events of any club or organization of their choice. However, alumni may not participate in meetings of clubs or organizations.
- 4.2 Alumni are guaranteed lifetime membership to the organization or club events they were once a part of and may continue to participate in events held by the club or organization.

Article IV | Officers

1. Officer Positions. The Executive Committee shall consist of the President, Vice President, Chief Information Officer, Chief Financial Officer, Social Media Coordinator, and Event Planner(s).
2. Election. All officers will be elected by a system of voting if more than one member wishes to hold an office. Each active member shall be eligible to cast one vote. Eligible voters are current CUNY SPS students who are **MELO** members that attend **MELO** meetings for at least two (2) full meetings and are registered to be a part of the Club Organization. Elections are overseen by the Club Organization Advisor.
3. Term. Officers shall hold office for one (1) year unless re-elected or until their successors are elected.
4. Eligibility. To be eligible for nomination of any office the candidate must be a good-standing, active member of **MELO**.
5. Volunteering / Nominating / Voting. At least two (2) weeks' notice should be given to members regarding elections if necessary. Volunteers and/or nominations shall be initiated. All qualified candidates shall prepare and submit a short personal statement prior to voting, if voting is deemed necessary. Voting would be by secret ballot. Officers will be elected by a simple majority vote of members in attendance. Nominations shall occur every spring semester.
6. Run-Off Elections. In the event of a tie there will be a run-off election between the top two candidates.
 - 6.1 If there is still a tie the candidate will be elected by a majority vote by the current executive officers.

- 7 Resignation. Any elected officer may resign by submitting their resignation in writing to the Club Organization's officers and advisor. If any officer is unable or unwilling to perform their duties, he or she shall be deemed to have resigned, and the vacancy shall be filled as specified above through Volunteering / Nominating / Voting.
- 8 Removal of Officers. An officer may be removed from office for failure to carry out the duties of the office, including attendance at meetings. If an officer fails to perform the duties of the office or more than one (1) unexcused absence occurs, then the other officers may discuss removal of the officer.
 - 8.1 The officer must be informed, in writing, of the possible removal from office and must be given a chance to respond. If there is no response or if the other officers judge the response to be unacceptable, the Club Organization members may remove the officer from office by a simple majority vote by the members of the Club Organization.
 - 8.2 Any officer removed may appeal to the general membership. The officer shall be considered reinstated with majority approval of the members.
 - 8.3 Persons removed from office remain members of the Club Organization.

Article V | Duties of Officers

1. The officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by **MELO**.
2. President. The President shall represent **MELO** with the faculty and administration of CUNY & CUNY SPS & CUNY SPS Student Services department. The President:
 - 2.1 In cooperation with the Vice President and other officers, organizes and coordinates activities and planning for Club Organization events.
 - 2.2 Delegates responsibilities to **MELO** members who are willing and able to carry them out.
 - 2.3 Establishes meeting times and develops an agenda for each Club Organization and officer meeting in line with the needs of and/or input from MELO officers and members.
 - 2.4 Acts as a liaison with **MELO**'s faculty advisor, faculty, and administration.
 - 2.5 Presides over meetings, announcing the agenda, introducing speakers, and making sure that all members are given a chance to be heard and may share these opportunities with others.
 - 2.6 Leads members in defining and pursuing the goals and objectives of the Club Organization and keeps a list of objectives with origin dates and projected deadlines.
 - 2.7 Maintains good communication within and between the officers.

3. Vice President. The vice president shall assume the duties of the President should the office become vacant, at the President's request, or in the absence of the President. The Vice President:
 - 3.1 Reviews and recommends changes to **MELO** bylaws as needed.
 - 3.2 Should keep in close contact with the president and faculty advisor(s).
 - 3.3 Supports executive committee members.
 - 3.4 Assists with Volunteering / Nominating / Voting.
4. Chief Information Officer. The Chief Information Officer handles all Club Organization communication, keeps roll of member attendance at each meeting, records member contact information, handles room reservations, if needed, distributes information to the Club Organization, and keeps record of guest speakers and their contact information. The Chief Information Officer:
 - 4.1 Is responsible for recording and keeping minutes of all meetings and posts them on **MELO**'s Blackboard.
 - 4.1.1 Provides a copy of the minutes to each officer and club advisor, when necessary, and keeps a master file.
 - 4.2 Ensures that all meetings and programs are properly publicized on communication platforms.
 - 4.3 Manages necessary correspondence (for example writing thank you notes to presenters).
 - 4.4 Manages and records correspondences between committee members, club members, faculty, and administration and post to **MELO**'s Volunteering / Nominating / Voting when applicable.
 - 4.5 Some of Chief Information Officer's duties may be handled by or assigned to other participants (for example, the person who invites a speaker may provide the presenter with a thank you note).
5. Chief Financial Officer. The Chief Financial Officer keeps a record of financial transactions (income and expenditures) and maintains the club's account, if any.
 - 5.1 Chief Financial Officer will work with the Student Life Club and Organization Coordinator regarding budgeting and requests for funding.
6. Social Media Coordinator. The Social Media Coordinator is responsible for **MELO**'s public relation interfaces / social media communications. The Social Media Coordinator:

- 6.1 Uses, maintains and updates all Club Organization social media sites and serves as liaison between **MELO** and the student body and/or other student organizations via social media.
 - 6.2 Collaborates with Event Planner(s) to notify Club Organization and post information regarding upcoming events.
 - 6.3 Shares posts following planned events.
 - 6.4 Develops a calendar to ensure regular posting to social network sites, including program information as well as other related information that would be of interest to members.
 - 6.5 Responsible for developing and implementing a strategy to use new media in promoting and presenting our Club Organization programs and events.
7. Event Planner. The Event Planner assists with the planning and execution of all activities, including but not limited to fundraisers, seminars, speaking events, management training, volunteering opportunities, and community outreach. The Event Planner:
- 7.1 Gathers and maintains accurate records of all events for audit purpose.
 - 7.2 Works with Social Media Coordinator to update and maintain social media channels when required.
 - 7.3 Works with Chief Financial Officer regarding funding for events.
 - 7.4 Works with Club Organization Advisor and Student Life to identify volunteer opportunities and event topics.
8. Club Organization Advisor. The Club Organization Advisor shall be a faculty or staff member currently employed with CUNY SPS and assists the group in their execution of roles and responsibilities. The Club Organization Advisor:
- 8.1 Shall provide feedback to the organization regarding its operation and functioning.
 - 8.2 Shall serve as a resource to the executive committee and all Club Organization members.
 - 8.3 Should provide advice upon request and should share knowledge, expertise, and experience with the group.
 - 8.4 Is a nonvoting member of the organization.
 - 8.5 Ensures the promotion of **MELO** in all available outlets by announcing meetings.
9. Subsequent committees, chairs/offices (other than Executive Officers) shall be appointed by the President from time-to-time subject to ratification by the organization during a regular members meeting.

10. In addition to the duties outlined above, all executive officers are expected to volunteer to lead and coordinate components of the major events sponsored by **MELO** and attend all meetings and events, to the best of their ability. In addition to this, all executive officers are responsible for updating and maintaining any documents describing their position to be handed down to the new officers at the end of the year.

Article VI | Meetings

1. **MELO** meetings will be held once per month but are subject to change at the executive officers' request with sufficient advanced notice.
2. Executive committee meetings with the officers and/or advisors will be held as often as necessary to conduct Club Organization business.
3. *Special Meetings*: If a concern comes up that needs to be addressed right away with all officers, advisors, and members, there may be a special meeting scheduled. Everyone will be notified of such meetings.
4. The Chief Information Officer of the Club Organization must submit meeting minutes and attendance using the record sheet to the Student Life Club and Organization Coordinator within thirty (30) days that any meeting or event is held.

Article VII | Events

1. **MELO** events are open to all CUNY students and, in some cases, to the public.
2. **MELO** will strive to have an activity, event, or speaker once per month, in addition to the monthly club meeting, if required.

Article VIII | Finances

The Student Association will allocate the Club Organization a budget each fiscal year. All finances shall be coordinated with the Office of Student Life.

Article IX | Amendment of the Constitution

Amendments to this Constitution may be proposed by the Club Organization in writing to the President.

1. Amendments must be introduced in writing prior to the meeting at which a preliminary vote on the amendment is scheduled. The amendment may be introduced at a prior meeting, or it may be distributed electronically at least one (1) week before the meeting, at which a preliminary vote is to be taken. For electronic distribution, the amendment should be submitted in electronic format to the President in time for distribution to the members at large.
 - 1.1 If the amendment receives a majority approval of active members present and voting at a regular meeting, it shall be presented for adoption consideration to all active members.

2. Regarding ratification, electronic or written secret ballots will be prepared and made available during an announced polling period. The polling period will be at least two (2) days to allow maximum participation. A simple majority vote shall ratify the constitution.
3. The ratified constitution will be submitted to the Office of Student Life within ten (10) days for final approval.

Date ratified: May 2, 2023