

**The Constitution of
FOCUS: On Women & On Diversity**
Adopted September 12, 2010

Preamble

FOCUS: On Women & On Diversity, State University of New York at Stony Brook is an organization dedicated to fostering intellectual discourse about diversity issues affecting Stony Brook University students through the means of creative expression, while promoting and maintaining an inclusive campus community. FOCUS: On Women & On Diversity aims to encourage honesty and integrity in undergraduate student dialogue by providing space to share experiences and thoughts through on-campus events as well as in FOCUS: On Women & On Diversity Magazine as a testament to and celebration of the diversity of Stony Brook University.

Article I: Name

This organization shall be known as FOCUS: On Women & On Diversity, State University of New York at Stony Brook, to be referred to in official and promotional matters as FOCUS: On Women & On Diversity and colloquially as FOCUS.

Article II: Membership and Organizational Structure

Section 1: Membership

Membership in FOCUS: On Women & On Diversity shall be open to all undergraduate students who have paid the Student Activities Fee.

Section II: Organizational Structure

The organizational structure for FOCUS shall consist of an Executive Council, Publication Council and General Body. Officer status on the Executive Council and Publication Council shall not be mutually exclusive.

Section III: Equal Opportunity/Non-Discrimination

- A. FOCUS: On Women & On Diversity shall devote impeccable attention to adherence and compliance with the Affirmative Action/Equal Opportunity guidelines set by Federal and State law and SUNY policy.
- B. Additionally FOCUS: On Women & On Diversity shall commit to an expanded non-discrimination policy attempting to close gaps in Federal law, State law and SUNY policy by stating that no person, having qualified for membership in the manner prescribed in Article II, Section 1 of the Constitution of FOCUS: On Women & On Diversity shall be denied the rights and privileges of FOCUS On Women & On Diversity membership on the basis of age, class year, race, nation of origin, creed, religion, philosophy, belief, opinion, political persuasion, disability, biological sex, gender identity and expression, sexual preference or marital status.

Article III. Executive Council

Section 1

The Executive Board of FOCUS: On Women & On Diversity shall be known as the Executive Council.

A. Membership

- a. The members of the Executive Council are:
 - i. President
 - ii. Executive Vice President
 - iii. Treasurer/Director of Finance
 - iv. Secretary
 - v. Vice President of Public Relations and Marketing

B. Executive Council Membership Qualifications

- a. To be considered for membership on the Executive Council candidates must qualify for membership in FOCUS: On Women & On Diversity as prescribed in Article II section 1.
- b. Candidates must be in good academic standing and maintain a cumulative GPA of 2.5 or greater.

C. Fall 2010 Appointment to the Executive Council

- a. For the Fall 2010 semester of FOCUS: On Women & On Diversity the President shall ask interested parties to state their intentions on joining the Executive Council of FOCUS: On Women & On Diversity in writing.
- b. With the written intentions of each interested party the President shall interview each party to determine the appropriate position for the party on the Executive Council.
- c. During this interview and process the desired position of the interested party will be considered but in appointment process but not guarantee that position.
- d. All interested parties once appointed to the Executive Council may refuse their appointed position.

D. Elections to the Executive Council after Fall 2010

- a. Membership on the Executive Council after Fall 2010 shall be done by election rather than by appointment.
- b. Interested parties must make their intentions known to the Executive Council in writing at minimum two weeks before elections are to commence.

- c. The Executive Council for the following semester shall be elected before the last day of classes of the current semester.
- d. Members of the Executive Council shall be elected by a simple plurality.

E. Term of Office

- a. The term of members elected to the Executive Council shall begin two weeks before the semester begins until the last day of classes for that semester.
- b. Elected members of the Executive Council shall remain in compliance with the terms of Article III section 1b.
- c. Elected members of the Executive Council shall have the option to relinquish their position after one semester.
- d. Executive Council members enter into their position knowing that their position is voluntary and they will not receive any compensation for duties performed.

F. Vacancies

- a. In the event that there is a vacancy of any position on the Executive Council at the beginning of the semester the remaining members of the Executive Council shall take the responsibility of actively soliciting an interested party to fill the vacancy by appointment of the President.
- b. While members solicit interested parties the members of the Executive Council shall informally divide the duties of the vacant position.
- c. If the vacancy cannot be filled after two weeks of active solicitation, the Executive Council shall formally divide the duties of the vacant position amongst the remaining members of the Executive Council through a memorandum of agreement.
 - i. The drafting of a memorandum of agreement shall not discontinue the active solicitation of interested parties to fill the vacancy.
- d. When a new executive council member fills a vacancy that member shall immediately receive all rights, privileges and responsibilities of their appointed position on the Executive Council.

G. Creation and Dissolution of Positions on the Executive Council

- a. A position on the Executive Council that does not hold signatory power may be created or dissolved at

the discretion and unanimous agreement of the Executive Council to successfully execute the purpose of FOCUS: On Women & Diversity as stated in the preamble.

H. Meetings

- a. The Executive Council shall hold regular weekly meetings to discuss administrative tasks that must be completed.
- b. Executive Council meetings may be held concurrently with meetings of the Publications Council.
- c. Quorum is necessary for Council meetings to be official and will consist of a simple majority of the members.
- d. In the event that an Executive Council member must miss a meeting the Council member is obligated to inform another council member of all information necessary to conduct a productive meeting in their absence.

I. Duties and Responsibilities Specific to Individual Members of the Executive Council

- a. President
 - i. Shall be the Chief Executive of FOCUS: On Women & On Diversity.
 - ii. Shall be ultimately responsible for ensuring that FOCUS: On Women & On Diversity is in compliance with established legislation.
 - iii. Shall be responsible for acquiring any material and attending any meetings needed to run the organization properly.
 - iv. Shall be a voting member of the executive council.
 - v. Shall set and distribute agendas for every meeting of the Executive Council.
- b. Executive Vice President
 - i. Shall assume the duties of the President in their absence.
 - ii. Shall assist the President in the duties of running FOCUS: On Women & On Diversity.
 - iii. Shall assist other Executive Council members when asked.
 - iv. Shall be a voting member of the executive council.
- c. Treasurer

- i. Shall be the Chief Budgetary Officer of FOCUS: On Women & On Diversity.
 - ii. Shall be responsible for all budgetary/fiscal matters of FOCUS: On Women & On Diversity.
 - iii. Shall be a voting member of the Executive Council.
 - iv. Shall be responsible for the annual budget of FOCUS: On Women & On Diversity.
 - v. Shall be responsible for the budget application process each spring.
 - vi. Shall present a budget report at every Executive Council meeting of FOCUS: On Women & On Diversity.
 - vii. Shall have the power to veto any agreed upon expenditure if said expenditure would endanger the fiscal health of FOCUS: On Women & On Diversity and impede its ability to carry out the mission statement.
 - viii. Shall automatically assume the position of Director of Finance on the Publications Council.
- d. Secretary
- i. Shall maintain up to date contact information for all FOCUS: On Women & On Diversity members.
 - ii. Shall record and distribute the minutes of all FOCUS: On Women & On Diversity meetings.
 - iii. Shall be a voting member of the Executive Council.
- e. Vice President of Public Relations and Marketing
- i. Shall receive and bring to the Executive Council any requests made by other organizations.
 - ii. Shall act as the liaison between other organizations and FOCUS: On Women & On Diversity.
 - iii. Shall coordinate official representation for FOCUS: On Women & On Diversity in all public matters.
 - iv. Shall create, solicit and log all advertisements and publically posted notices about FOCUS: On Women & On Diversity.
 - v. Shall be responsible for verifying that all content used for advertisements is in

compliance with copyright claims and credited appropriately if the content is not original content.

- vi. Shall be responsible for posting flyers and all marketing materials.
- vii. Shall have the power to delegate the posting of flyers as a shared task to other members of the Executive Council.
- viii. Shall be a voting member of the executive council.

J. Duties and Responsibilities Applicable to all Executive Council Members

a. Attendance at FOCUS: On Women & On Diversity Meetings

- i. Executive Council members are expected to attend meetings for FOCUS: On Women & On Diversity consistently and punctually.
- ii. In the case of extenuating circumstances an Executive Council member who cannot attend a meeting must alert the rest of the Executive Council as soon as possible.
- iii. In a case of extenuating circumstances where an Executive Council member must miss three consecutive meetings said Executive Council member must alert the Executive Council as soon as possible.
 - 1. In the case of three consecutive absences due to extenuating circumstances the Executive Council member will be given the opportunity to remain in good standing by submitting all materials necessary for the effective running of FOCUS: On Women & On Diversity to the Executive Council.
 - 2. If the Executive Council member does not provide the Executive Council with materials needed for the effective running of FOCUS: On Women & On Diversity the Executive Council member will be offered the opportunity to resign.
 - 3. If the Executive Council member does not accept the offer to resign the Executive Council member may

be removed from office as outlined in Article V.

- iv. In the case of three consecutive absences by an Executive Council member due to negligence the Executive Council member may be removed from office as outlined in Article V.
- v. Shall actively solicit work from the undergraduate students of Stony Brook University.
- vi. Shall actively promote and participate in all events and efforts of FOCUS: On Women & On Diversity.
- vii. Shall maintain the integrity of FOCUS: On Women & On Diversity.

Article IV: Publication Council

Section 1:

The publishing board of FOCUS: On Women & On Diversity Magazine shall be known as the Publication Council.

A. Membership

- a. Positions on the Publication Council shall be assigned to all interested members of FOCUS: On Women & On Diversity. Positions shall be informally assigned based on experience, interest and skill level with the exception of Director of Finance.
- b. The Director of Finance position shall be automatically assumed by the Treasurer and mirror the duties of the Treasurer position as stated in Article III Section 1 I.c

Article V: Impeachment

Section 1:

Members of the Executive Council may be impeached from their position at any point in the semester.

- A. A motion to impeach any Executive Council member shall be brought forth one week before the vote is to take place.
- B. An Executive Council Member facing impeachment will be notified of the pending impeachment in writing (via written letter or email) by the President of FOCUS: On Women & On Diversity after the motion to impeach is approved by the Executive Council and no later than 24 hours after the vote takes place.
- C. A member of the Executive Council may be impeached by 2/3 of the members of FOCUS: On Women & On Diversity.

- D. An Executive Council Member may be impeached for:
 - a. Not following the attendance requirements for meetings as outlined in Article III Section 1.J.a
 - b. Neglecting their specific obligations and responsibilities as outlined in Article III Section 1.I
 - c. Any action (as determined by the Executive Council) that gravely endangers the organization or blatantly disregards this constitution.
 - d. Actions that violate the conduct code of Stony Brook University.

Article VI: Amendments

Section 1:

This constitution may be amended at any time to better suit the needs of the organization and the Stony Brook University community.

- A. To amend this constitution the proposed amendment shall be presented at least one week before the amendment will be voted upon.
- B. A simple plurality is required to make any amendment.

Article VII: Dissolution

Section 1:

In the event of the dissolution of FOCUS: On Women & On Diversity, all accrued funds and assets shall revert to the Undergraduate Student Government of Stony Brook University.