**KINGSBOROUGH COMMUNITY COLLEGE**

**LOONEY TUNES ASSOCIATION CONSTITUTION**

**UPDATED 12/2/16**

# Article I – Name and Affiliation

## Section I - Name

The name of the organization shall be “Kingsborough Community College Looney Tunes Association”, aka “Looney Tunes,” or “LTA.”

## Section II – Affiliation (delete this section if your group is not affiliated with an outside group)

The Kingsborough Community College Looney Tunes Association shall be a collegiate member of the United States Association of Looney Tunes and subject to the rules and regulations thereof. Where a discrepancy occurs, the provisions in this document shall supersede those in any national governing documents.

# Article II – Purpose

Looney Tunes shall exist to:

1. Allow Kingsborough students the opportunity to explore and practice comedy in a student-driven environment.
2. Provide opportunities for aspiring comedians to learn about the industry and practice their craft both on- and off-campus
3. Promote comedy events and opportunities.
4. Provide comedy and emcee services for Kingsborough events.

# Article III – Membership

Any currently enrolled KCC student is welcome to attend the group’s meetings and events. Voting membership shall be limited to enrolled KCC students who have attended at least fifty percent (50%) of the group’s general meetings in the current semester.

# Article IV – Officers

The officers of the group shall consist of: President, Vice President, Treasurer, and Secretary. These officers along with the Faculty Advisor will serve as the Executive Board.

## Section I – Eligibility

All officers must be members of the group in good standing. Officers must maintain a minimum 2.0 GPA and remain in good academic and judicial standing, as defined by Kingsborough Community College.

## Section II – Duties

All officers shall be charged with upholding the group constitution and ensuring compliance with KCC policies and procedures. The duties of the individual officers shall be as follows:

1. **President**:
   1. Serve as chief executive officer for the group at all times.
   2. Oversee all executive board activity.
   3. Preside over all official meetings.
   4. Represent the group at campus events.
   5. Appoint committees and committee chairs as necessary.
2. **Vice President:**
   1. Serve as chief executive officer and preside over all official meetings in the absence of the president.
   2. Serve as chair of the events committee and oversee planning for all official group events.
3. **Treasurer**
   1. Maintain all financial records including amounts and documentation for all funds raised and expended.
   2. Prepare all vouchers and ensure bills are paid in a timely manner.
   3. Provide a regular report of the group’s financial status at all official meetings.
4. **Secretary**
   1. Maintain all non-financial records including membership rosters, event information, and meeting minutes and agendas.
   2. Check the group mailbox in the Office of Student Life on a regular basis.
   3. Coordinate communication with members and potential members.
   4. Take notes and prepare meeting minutes to be presented for approval at the following official meeting.
5. **Faculty Advisor**
   1. Serve as ex-officio advisor to the executive board and general body, and as liaison between the group and other campus offices.
   2. Oversee elections in accordance with the organization constitution.
   3. Attend all official organization meetings and events.

## Section III – Vacancies

A position shall be considered vacant if: the student in question is successfully impeached, provides a written resignation to the faculty advisor, or is no longer enrolled at the college.

1. In the event of a vacancy in the vice president, treasurer, or secretary position, the president shall temporarily redistribute the duties of the vacant position.
2. Should the president position become vacant, the vice president shall temporarily complete the duties of the president.
3. In the event of any vacancy, the organization shall begin the process for a special election as outlined in Article V below, no later than one week after the vacancy has been confirmed.

## Section IV – Impeachment

All officers of the organization shall be subject to removal from office by impeachment for mis-, mal-, or nonfeasance of duty, or for high crimes or misdemeanors against the organization, KCC, or CUNY. The process for impeachment of an officer shall be as follows:

1. Charges of impeachment may only be filed for continued failure to properly complete assigned or prescribed duties or tasks.
2. Charges may be presented by any member of the organization, but must be formally presented with the support of at least one member of the Executive Board.
3. Charges of impeachment must be presented to the accused in writing. Charges must list the reason(s) for impeachment, specific examples of the violations in question, and the date of the impeachment hearing.
4. An impeachment hearing may take place at a regular organization meeting or at a special meeting, provided the special meeting is scheduled in a manner to provide reasonable accommodation to the availability of the accused. The impeachment hearing must be at least 7 days after charges have been presented to the accused officer or member.
5. At the impeachment hearing, the accused shall have a chance to respond to the charges presented. Should the accused by unable to attend, they may submit a detailed, written statement to be read in full to all members in attendance at the impeachment hearing.
6. An officer shall only be removed from office upon the successful vote of a 2/3 majority of the voting members present at the impeachment hearing. Quorum rules shall apply.
7. Upon the rendering of a successful impeachment vote, the officer shall be immediately removed from the position in question and lose all rights and privileges granted therewith.
8. In the event that the accused is the president of the organization, the vice president shall serve as chair during the impeachment hearing and the accused shall be allowed an equal vote.

# Article V – Elections

## Section I – General Guidelines

For all elections described below, the following shall apply:

1. The faculty advisor and current president shall be ineligible to vote, and will oversee the voting process, including tallying of ballots.
   1. Should the current president appear on the ballot, responsibility shall pass to the next-highest non-voting member of the executive board.
   2. Should no member of the executive board be eligible, the faculty advisor shall choose a member whose name does not appear on the ballot for any position. If no such member is available, the faculty advisor shall enlist a non-member student to assist.
2. In the event of a tie, the tied candidates shall be announced. Candidates will be given the opportunity to address the membership, and a runoff election shall be held during the same meeting.
   1. In the event of a tie in the runoff election, the non-voting student shall cast the deciding vote.
3. Nominations may be taken from the floor during any official meeting, up until the time when voting begins. Members may self-nominate for positions.
4. The method of voting shall be by anonymous, written ballot.
5. Candidates shall be allowed to vote, and may cast their ballot in their own favor, if desired.
6. Candidates do not need to be present during elections.
   1. Candidates who are not present may submit a statement to be read on their behalf. Statements shall be read by the faculty advisor.
   2. Candidates who are not present shall not be entitled to vote.
7. Members may choose to abstain from voting for any number of positions, if desired.
8. Uncontested positions shall not be subject to voting.
9. Voting shall take place by position, in the following order: President, Vice President, Treasurer, Secretary.
   1. Once a member is elected to a position, they become ineligible for consideration for other positions.
   2. A member who campaigned and lost for a higher position may self-nominate to be considered for another position before voting takes place.
10. Election results shall be considered final upon certification by the faculty advisor and non-voting student overseeing elections.
11. Position terms shall begin at the conclusion of the election meeting, and will last until the end of the next annual elections meeting, as outlined in Section II.

## Section II – Annual Elections

Regular elections for the officer positions outlined above shall take place during the spring semester each year as follows:

1. At the meeting prior to the final meeting of the year:
   1. Nominations will be accepted in the following order: President, Vice President, Treasurer, Secretary
2. At the final meeting of the year:
   1. Final nominations may be taken for any positions. Self-nominations shall be allowed.
   2. Candidates for contested positions shall be allotted two (2) minutes to provide a campaign speech, presenting their case to be elected.
   3. Voting shall take place immediately following candidate speeches.

## Section III – Special Elections

In the event of a vacancy during the school year, a special election must be held to fill all vacant positions. Special election procedures shall be as follows:

1. An announcement shall be made at the general meeting proceeding the special election, announcing a call for nominations, along with the date, time, and location of the special election. Announcements must be at least seven (7) calendar days before the special election will take place.
2. Nominations may be made at the announcement meeting or at the special election meeting.
3. At the special election meeting, all candidates for vacant positions shall be given up to two (2) minutes to speak on their own behalf.
4. Voting shall take place immediately following candidate speeches.

# Article VI – Meetings

Group meetings shall be considered official upon meeting the criteria of Section I or Section II below:

## Section I – General Meetings

1. General meetings shall be defined as those meetings which occur on a regularly scheduled basis, and as much as possible shall occur at the same day, time, and location each time.
2. General meetings shall occur at least once per month during the long academic semesters.
3. Quorum shall be defined as at least three (3) executive board officers and one (1) faculty advisor.
4. Meeting agendas shall be prepared by the executive board.
   1. Special agenda items may be requested by any active member of the organization.
5. Minutes shall be recorded by the secretary at every official meeting.
   1. If the secretary is not present, the president shall delegate the responsibility to another officer.
   2. Minutes should be prepared within 48 hours of the meeting, and presented for official approval at the following business meeting.

## Section II – Special Meetings

1. Special meetings shall be defined as those meetings which occur outside the regular general meeting schedule for any reason.
2. A special meeting may be called at the request of at least 50% of the active membership, including at least one (1) member of the executive board, or at the request of at least two (2) members of the executive board, with the support of the faculty advisor.
3. Quorum shall be defined as at least three (3) executive board officers and one (1) faculty advisor.
4. Special meeting agendas shall be prepared by the executive board officer(s) supporting the meeting.
5. Special meetings must be announced to organization membership at least 24 hours in advance.

# Article VII – Assets

1. Organization funds may only be spent upon approval of a majority vote of the general membership at an official meeting. Fund balances shall be maintained by the treasurer, in cooperation with the KCC Association.
2. Any items purchased with organization funds shall be the property of the organization and shall be maintained in working order, in a secure location accessible by organization members if necessary.
3. In the event of dissolution, any unused funds shall revert back to the KCC Association, for allocation as deemed appropriate by that body. Physical items shall become property of the KCC Student Government Association, which shall determine appropriate action.

# Article VIII – Adoption and Amendments

## Section I – Student Government Association

1. Per CUNY policy, all student organization governing documents must be presented for approval by the campus Student Government Association.
2. This document and any amendments shall be presented to the KCC Student Government Association’s Student Activities Committee, or equivalent body with responsibility for approving student organizations, upon approvals as outlined in Sections II and III below.
3. Upon notification of approval by the KCC Student Government Association, proposed changes shall become official and the updated document shall immediately take effect, replacing all past governing documents.

## Section II – Adoption

This document shall be presented for KCC SGA approval upon adoption by a two-thirds (2/3) majority of the membership present at an official meeting.

## Section III – Amendments

This document may be amended in the following manner:

1. Proposed amendments may be presented in writing by any official member of the organization.
   1. Proposed amendments must be presented to the general membership at least seven (7) days before voting is to take place. Electronic presentation is allowed.
   2. Proposed amendments must specify the article(s), section(s), and subsection(s) to be amended, including the original text and proposed changes.
   3. Voting on proposed amendments shall take place at the next official meeting which occurs at least seven (7) days after presentation of the proposed amendment(s).