

Innovation Club for Entrepreneurs - CONSTITUTION

- **Article I**
 - Name
 - The name of this organization shall be the South Dakota School of Mines and Technology Innovation Club for Entrepreneurs, hereinafter referred to as ICE.

- **Article II**
 - Purpose
 - Our mission is to provide entrepreneurial resources and opportunities to students of the School of Mines as well as members of the community via weekly high-value meetings and semesterly conferences. We will focus our efforts on recruiting young students so that we can develop their business, innovation and leadership skills throughout their years at Mines while helping them participate in business plan competitions and their own startup companies.
 - We will measure our group's success by the following analytics:
 - Individual / group performances at business plan competitions competitions each year.
 - The number of highly-active members within our organization each year.
 - The number of student-run startup companies being generated from the School of Mines per year.
 - The number of attendees at StartUp Weekends per year.

- **Article III**
 - Membership
 - To be considered a member of this organization, one must be registered with the club on Mines Link, be on the emailing list, and attend at least three meetings per semester.
 - All members must obey all applicable laws while participating in a group event.
 - To be considered a highly-active member of this organization, one must attend 80 percent of meetings each semester.
 - This organization does not discriminate in membership selection, officer election or other appointments, or practices of organizational activities on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference or disability.

- **Article IV**

o Officers

- The governing officers for this organization will all serve terms of one academic year, or two semesters. Officers will be chosen on a voluntary basis. Any full time SDSM&T student in good academic and disciplinary standing who is an active member of the SDSM&T Innovation Club for Entrepreneurs is eligible for an office position. If more than one member volunteers for a position, the office will be awarded based on a popular vote of the club's members. If a tie occurs, a second election between the tied nominees will be held. In order to run serve as president of this organization, one must have at least 1 semester of experience as a different officer of this organization.

- The circumstances under which an officer for this organization may be removed from office are as follows:
 - Voluntary Resignation
 - A supermajority vote of the members who are present during a regular meeting of the SDSM&T Innovation Club for Entrepreneurs advertised through email and the meeting prior.
 - The officer terminates their enrollment in the South Dakota School of Mines and Technology
 - The officer falls into poor academic standing with the university or is convicted of a disciplinary offense.

- In the event that an officer is removed from office for any reason, that office may be filled on a voluntary basis, using the same procedures as during a normal election.

- The offices for the SDSM&T Innovation Club for Entrepreneurs and their respective responsibilities are as follows:

- **President:**

The president of the chapter shall preside at all of the chapter meetings. If the president is unavailable, they may assign another officer to temporarily replace them during a meeting. The president shall be an ex officio member of all committees of the board. The president shall have general supervision over the affairs, the officers and the agents of the chapter. The president shall function as a liaison between the chapter and the School of Mines staff, Regents, or other external interactions. At any point the President maintains the ability to defer any responsibility to those they see fit.

The core presidential tasks include meeting with each officer weekly for 15 minutes, and meeting with all the officers monthly. In addition, the president must hold each officer accountable for his/her tasks. The president must organize all the public speakers/workshops for each semester as well as write thank you letters inside books for each public speaker as a gift. This person must also keep any school documentation up to date including the constitution, presidential manual and Mines Link. The president must write any necessary funding proposals while making sure the club has plenty of funding for each semester. If the club lacks funding, the president is in charge of obtaining the required funding from either donations or organized fundraisers. The president must write an annual letter in April/May that will be sent to each individual donor of the club. The president will be in charge of any marketing material for the club as well as recruitment of new members. Finally, the president must train his/her predecessor throughout the year as well as any other officers if necessary. The presidential predecessor may be either the Vice President, Secretary or Treasurer.

- **Vice President:**

The vice president of the chapter shall take the duties and title of the president if the president is unable to perform their duties. Their duties will include final approval of all events, membership inductees, membership requirements, and disciplinary actions. All actions must be in compliance with the constitution and can be overruled by the President, the Faculty Advisor, or a 2/3 majority vote of full members. At any point the Vice President maintains the ability to oversee and defer any responsibilities to committee leaders which they see fit. The Vice President will oversee all committee heads and project leaders, and the Vice President will be given the task of executing the required National Enactus documentation.

The core tasks of the vice president are as follows. First, the vice president will be in charge of managing weekly meetings such as Innovation Days, BMC Workshops, Pitch Days and Socials. Though, recruitment events, public speakers and saturday workshops will still be run by the president. Finally, the vice president will be in charge of organizing the StartUp Weekends. Though, the president along with the other officers will vote on what StartUp Weekends to attend. Everything else involved with organizing the StartUp Weekend conferences will be completed by

the vice president including any paperwork and member recruitment. For instance, the vice president will be in charge of setting up booths in lower Surbeck 2-4 weeks prior to each StartUp Weekend to gather sign-ups.

- **Secretary:**

The secretary shall be responsible for preparing, recording and maintaining the official minutes of the proceedings of the board and of the members; for authenticating or certifying the records of the chapter; maintaining an official roster of the membership; keeping attendance at group events; and for ensuring that all notices are duly given by the college or by any applicable governmental law, rule or regulation.

The secretary's core tasks include sending reminder emails or each meeting the day before, and sending out advertising fliers for public speakers 2 weeks in advance. The secretary will also need to send out advertisement fliers for startup weekends 4 weeks in advance. This person will be in charge of preparing the meeting schedule for each semester, and uploading the schedules to google calendar and Mines Link. Finally, the secretary will be in charge of updating the Mines Link, LinkedIn and ICE website each semester.

- **Treasurer:**

The treasurer shall have general charge of the financial affairs of the chapter and shall have all the powers to perform the duties incident to the office of treasurer and such other duties as may, from time to time, be prescribed by the board of the president. The treasurer shall have charge and custody of and be responsible for maintaining the proper financial records of the chapter; provide for the safekeeping of the funds and other property of the chapter; receive monies due and payable to the chapter; deposit all such monies in the name of the chapter in such banks, trust companies and other depositories as selected by the chapter; and distribute funds authorized to be paid by the chapter. The treasurer is required to seek methods of distributing funds in a meaningful way towards the facilities used by the chapter.

The treasurer's core tasks include buying and picking up pizzas for each of the meetings where pizza is served, and completing the documentation for any reimbursements that need to be made through SOAP or the foundation. The treasurer will be in charge of managing all financial accounts: Foundation Account: 14825 and

SOAP Account: 4SA101. The treasurer must make sure the google sheets document containing all account and transaction information, is up to date every week. Finally the treasurer will be in charge of preparing the SOAP presentation each year.

- **Article V**

- Advisors

- This organization's advisor will be Joseph Wright from Office of Economic Development. The assistant advisor is Dr. Daniel Dolan.
- This organization's faculty advisor position will be considered as permanent. Only a permanent, full time employee of South Dakota School of Mines is eligible for the position. The advisor position will be awarded on a voluntary basis, requiring an endorsement of a two thirds majority vote of the SDSM&T Innovation Club for Entrepreneurs full membership.
- This faculty member will have the power to end an appointed Presidents leadership position if they do not keep the organization organized and on track to how they see fit, requiring an endorsement of a one third majority vote of the SDSM&T Innovation Club for Entrepreneurs full membership.
- Circumstances under which an advisor may be removed are as follows:
 - Voluntary resignation
 - A unanimous vote of the membership of the SDSM&T Innovation Club for Entrepreneurs conducted during a regular weekly meeting, and proposed at the meeting prior.
 - Resignation or termination of employment with the South Dakota School of Mines and Technology
- A new advisor may be appointed by a two thirds majority vote of the SDSM&T Innovation Club for Entrepreneurs.

- **Article VI**

- Meetings

- The SDSM&T Innovation Club for Entrepreneurs will meet on a weekly basis. Meeting times for a given academic year will be established at the end of the prior academic year by the officers. Attendance at these meetings will be optional for regular membership. Attendance will be mandatory for club officers, unless notice is given at least 24 hours in advance. Missing more than two consecutive meetings without notice will be considered voluntary resignation for an officer and a new officer will be chosen based on the procedures outlined in this document.
- Any officer may request special meetings, as seen fit. Attendance will not be required, and no official proposals may be initiated or voted on, at any meetings scheduled between academic years. Meetings will be run in an informal manner to allow for the free flow of ideas. All major events must be

registered with University Scheduling and Conferences at least five (5) days prior.

- Additionally, organization work days that do not require reservations with University Scheduling may occur any day of the week. These work days will be discussed and scheduled during weekly meetings, and notification of these work days will be sent out at least 24 hours prior.

- **Article VII**

- Executive Council
 - Not Applicable

- **Article VIII**

- Committees
 - Committees will fall in direct correlation with the officers of this organization, who will be in charge of allocating duties and members of committees. Members will be allowed to join the committee in which their interest lies, and where they will be most beneficial to the SDSM&T Innovation Club for Entrepreneurs. Committee officers will be elected within the committee. Officers' heading each committee will report directly to the President and Vice President.

- **Article IX**

- University Policies
 - This organization, including all members, officers and advisors, agrees to abide by all SDSM&T regulations, policies and procedures of an academic, non-academic, legal or financial nature.
 - This organization does not participate in or encourage any unlawful activity.
 - This organization, including all members, does not allow hazing in any form. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization.

- **Article X**

- Parliamentary Procedure
 - This organization will be run informally to inspire creativity. The procedure for how meetings are run will be decided by the President's choice each year as long as this appointed president keeps the organization organized and accomplishing its goals.

- **Article XI**

- Amendments

- An amendment may be proposed at any regularly scheduled meeting during the academic year when a member of the SDSM&T Innovation Club for Entrepreneurs verbally expresses the motion. The amendment may then be ratified during that current meeting or may be tabled to a later meeting, also during the academic year, by a two-thirds ($2/3$) majority vote of present active members at a regular weekly meeting. All the SDSM&T Innovation Club for Entrepreneurs members in accordance with Article III may vote.