



## ARTICLE I – Name

### 1. Name

a. This organization shall be officially known and designated as Collegiate Entrepreneurs and located at Radford University. Collegiate Entrepreneurs is a sovereign club is not affiliated with any other Radford University clubs.

b. We are members of the National Collegiate Entrepreneurs Organization

Collegiate Entrepreneurs' Organization<sup>SM</sup>  
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### 2. Variations in Name

a. Abbreviations of, departures from, or variations in the name of this organization will only be permitted in the form of “C.E.”

### 3. Purpose

a. The purpose of the Collegiate Entrepreneurs is to foster the entrepreneurial spirit in students. The club is for like minded, enterprising, industrious students of varying majors to meet, brainstorm ideas, help each other, host and attend business seminars, and foster the entrepreneurial way at Radford University. The club gives students real world business experience while applying and expanding key concepts that are learned in class.

b. The entrepreneur in us sees opportunities everywhere we look, but many people see only problems everywhere they look. The entrepreneur in us is more concerned with discriminating between opportunities than they are with failing to see the opportunities

## ARTICLE II – Organization and Government

### 1. Bylaws

a. Collegiate Entrepreneurs will up hold the United States Constitution

b. The CE constitution needs a ¾'s or 75% majority of active members to amend and ratify

- c. The most up to date and approved version of the constitution must be available to members.

## **2. Affiliation**

- a. This organization shall consist of all members affiliated with Collegiate Entrepreneurs, who are in good standing and who are attending Radford University. Alumni will contribute to their liking.

## **3. Executive Board**

- a. The Executive Board of this organization shall consist of:
  - i. President
  - ii. Vice President of Operations
  - iii. Chief Finance Officer
  - iv. I.T Manager
  - v. Portfolio Binder Manager
  - vi. Marketing
  - vii. Faculty Advisor (without voting privilege)
- b. All members must familiarize themselves with the constitution and sign Consent to Follow Procedures document before being eligible to hold an Executive Board position.
- c. The Executive Board shall meet prior to the official club meetings to discuss business items, delegate tasks, and understand the overall financial standing of the club.

## **4. Logo & Usage**

- a. The official logo of the club has a white background with black text that says “Collegiate Entrepreneurs” and a green “CE” overlapping each other.
- b. The logo should not be manipulated in any way except for size.
- c. Only active members of the organization are allowed to use the CE logo with permission of the President.
- d. The logo should be at the top of all club related documents (use letterhead.doc on the President’s flash drive for a template).
- e. If a new “CE” logo comes about the old logo needs to be preserved in archives

# **ARTICLE III – Membership, Appointment, and Initiation**

## **1. Membership Classification**

- a. The members of Collegiate Entrepreneurs of Radford University shall consist of three classes: Alumni and Faculty will not have voting rights or any final say in decisions.
  - i. Collegiate
  - ii. Alumni
  - iii. Faculty/Advisors

## **2. Qualifications**

- a. Only those students matriculating in a qualified program within Radford University; who comply with the laws of this CE organization shall be eligible for appointment within this organization as a member.

**3. Non-Discrimination**

- a. This organization will not discriminate on the basis of Civil Rights act 1964.

**4. Definition of Collegiate Members**

- a. Collegiate Members shall be students currently enrolled in a qualified educational program at Radford University.
- b. Membership in this organization requires a minimum of 12 credit hours per semester as a qualified “full time student.”

**5. Definition of Alumni Members**

- a. Alumni members shall be those who were members in good standing and who have graduated from, or who have ceased to matriculate in a qualified program in the university.
- b. Alumni members do not have voting privileges and only serve as advisors to the organization.

**6. Resignation**

- a. Any form of notification; be it verbal or written, to any active member of the organization with intent to withdrawal membership from the organization is effective immediately.
- b. Any student who transfers to another university or is no longer considered a “full time student” at Radford University automatically forfeits membership.

**ARTICLE IV – Finances**

**1. Financial Good Standing**

- a. Any financial obligations in arrears for more than 30 days will cause a member not to be in good standing and subject to removal from office and removal from organization.

**2. Fiscal Year**

- a. The fiscal year of this organization shall commence on the first day of July.
- b. The fiscal year for this organization shall expire on the thirtieth day of June to comply with standard financial accounting practice.

**3. Checking Account**

- a. The organization shall maintain a checking account in the name of Collegiate Entrepreneurs.

- b. All receipts of the organization shall be deposited in this account.
- c. All disbursements of this organization shall be made from this account
- d. All checks shall be signed by the Vice-President of Finance and authorized or countersigned by the President.
- e. A facility advisors name should also be on the account

#### **4. Websites**

- a. The organization's official website address ([www.collegiateentrepreneurs.org](http://www.collegiateentrepreneurs.org)) is owned by the Collegiate Entrepreneurs at Radford University.
- b. The domain must be renewed at least on a yearly basis.
- c. All documentation including usernames and passwords must be securely guarded by the President.

### **ARTICLE V – Meetings and Election of Officers**

#### **1. Meetings**

- a. This organization shall have mandatory meetings if needed.

#### **2. Special Meetings**

- a. The President or Executive Board may call special meeting by giving three days notice to all collegiate members.

#### **3. Quorum**

- a. One half of the collegiate members in good standing shall constitute a quorum for any stated or special meeting of this organization

#### **4. Agenda**

The order of business at all stated or special meetings shall be as follows:

- a. Roll Call
- b. Officer Reports
- c. Committee Reports
- d. Old Business
- e. New Business
- f. Announcements
- g. Adjournment

#### **5. Officer Elections**

- a. The election of officers of this organization shall be held once a year in April
- b. Special elections will be held at any time members are available to vote

#### **6. Notification of Elections**

- a. All collegiate members in good standing shall be notified by writing or verbally of the date, time, and place for holding the elections of officers, at

least 7 days prior to the date of election.

## **7. Voting**

- a. In the election of organization officers, the member receiving a majority of the total votes cast for the office in question shall be declared elected.
- b. If after nomination or election, any member temporarily or permanently withdraws from Radford University, or becomes in arrears for a term or more than 30 days for any organization liability, whatsoever, he or she shall automatically be disqualified for the office in this organization and a successor shall be immediately elected or appointed to fill the vacancy created.

## **8. Parliamentary Procedure**

- a. Except as otherwise stated in these bylaws, all meetings should be conducted according to *Robert's Rules of Order*.

# **ARTICLE VI – Officers and Their Duties**

## **1. Elected Officers**

- a. The elected and required officers of this organization shall be:
  - i. President
  - ii. Vice President of Operations
  - iii. Chief Finance Officer
  - iv. I.T Manager
  - v. Portfolio Binder Business Manager
  - vi. Marketing
  - vii. Faculty Advisor's
- b. In order for a member to be selected or elected for an officer position, they must have served as a general member of the organization for at least one full semester.
- c. The President may appoint such other officers or committee chairpersons as shall deemed necessary.

## **2. Officer Expectations**

- a. Executive positions should not miss meetings without notice. If an officer is going to miss a meeting, they should notify the President or another officer prior to the meeting.
- b. The President must meet on a regular basis with the primary faculty advisor and make notice any relevant updates to other secondary advisors.

## **3. Term of Office**

- a. All elected officers shall hold office for a term of up to one year & an election every semester or until their successors are elected and qualified.

## **4. Removal from Office**

- a. Officers can be removed from office according to the impeachment process.
- b. Offices can be recommended for removal by the executive board for the following:
  - i. Just cause
  - ii. The officer in question fails to meet membership qualifications
  - iii. The officer in question fails to execute the duties of the office
  - iv. The office in question fails to satisfactorily attend general and Executive Board meetings, unless excused by the President or Advisor(s).

## **5. Impeachment**

- a. A motion and second from the general membership of the organization shall be required to discuss the issue of impeaching an elected officer or chair before the membership at a general meeting.
- b. Should 51 percent of the members in good standing, present, and voting, approve such motion:
  - i. The recall proceeding shall be scheduled to the next official club meeting.
  - ii. The member in question must be notified in person by an executive officer no later than 48 hours after the initial motion for impeachment. An executive officer must explain the reasoning behind the motion on behalf of the club membership and inform the member in question of the scheduled recall proceeding.
  - iii. At the recall proceeding, a two-thirds (2/3) final vote from the members in good standing, present, and voting shall be required to remove an elected officer or chair from their respective position.
  - iv. The person in question is removed from his or her respective position effective immediately.
- c. Upon final decision, a follow-up email must be sent to the impeached member and copied to all club faculty advisors.
- d. All passwords relevant to online web pages, bank accounts, debit cards, etc must be changed within 12 hours of impeachment.
- e. If the member had access to a club bank account or anything of sensitive and proprietary information, that member must return anything related to Collegiate Entrepreneurs within 24 hours of final impeachment.
- f. All bank accounts must be frozen for a period of one week and/or termination of member's bank card within 12 hours of impeachment.
- g. There is no appeal process for impeachment.
- h. Any person impeached from a leadership role may not hold another leadership role for one year as a probation sentence. After the one year impeachment probation time period is complete, the member may be nominated for another leadership position.
- i. The impeached member has the option to remain an active member of the organization if he or she responds in writing within one week. After one

week of no response from the impeached member, it will be assumed that the member has withdrawn from the organization completely.

## **6. Meeting**

- a. In the absence of the President, the next highest-ranking officer present may call the business meeting to order.

## **7. President**

The President shall act as the executive officer of the Collegiate Chapter, and shall have the following enumerated powers and duties:

- a. Must attend all club events.
- b. He or she, shall have the power to call special meetings in accordance with the Bylaws
- c. To ensure that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly
- d. To enforce the strict observance of the organization's Polices and Procedures
- e. To appoint such committees provided for in the organization's Bylaws
- f. To appoint such officers provided for by the organization's Bylaws, Policies, and Procedures
- g. To sign all certificates of membership for members of the organization while in office
- h. To authorize or countersign all organization checks
- i. To ensure that the organization's Executive Board develops and maintains a strategic plan for the following year.
- j. Coordinate with "CEO"
- k. Engage with relations with Radford University
- l. Works with the vice president in assisting the duties of that position
- m. To develop and maintain a transition plan for future presidents.

## **8. Vice President of Operations**

The duties of the Vice President of Operations are as follows:

- a. Must attend all club events.
- b. To enforce the strict observance of the organization's Polices and Procedures
- c. Ensure the organization is informed of its standing and attention is called to areas in which the chapter needs improvement in areas measured by the Collegiate Entrepreneurs.
- d. Takes role call for all meetings. Is responsible for notifying and placing members who do not follow attendance rules and membership guidelines as a neutral member.
- e. Record the meeting minutes using a standardized system for that purpose, and sends the minutes to the members after each meeting.

- f. Ensure all official communications are read into the minutes of the organization.
- g. Ensure the names and addresses of all members and officers are up to date.
- h. Promptly file all reports, except those designated to be the responsibility of other officers of the organization, when due; sign as Vice President of Operations all certificates of membership for members of the organization while in office.
- i. Coordinate strategic planning sessions with the President and CFO.
- j. Responsible for all recruitment efforts.
- k. Must send letters of club activities, accomplishments, new officers and new business ventures to all CE alumni. ie. “news letter”
- l. Works with the president in the duties of that position
- m. Organize strategic planning relating to the future of the position
- n. Replace the president on the event of his or her death, resignation or incapacity

### **9. Chief Finance Officer**

The duties of the Chief Finance Officer are as follows:

- a. Maintain the balance of the organization’s checking account
- b. Ensure the organization is informed of its financial standing
- c. Collect dues if necessary any to be used in a way that creates value for those members, and benefits those members
- d. Holds receipts and or records for payments and expenses
- e. Be involved in the decision of club expenses
- f. Be fiscally responsible
- g. Maintain a balanced budget
- h. Coordinate with Portfolio Binder Business Manager
- i. Organize strategic planning relating to the succession planning of the position (Vice President of Finance to take over the position)

### **10. I.T Manager**

The duties of the I.T Manager are as follows:

- a. Maintain the clubs websites
- b. Maintain hosting and domain services and coordinate with CFO about cost
- c. Handle technology related task of CE
- d. Work with CE members who will help with anything related to I.T
- e. Organize strategic planning relating to the succession planning of the position

### **11. Portfolio Binder Business Manager**

The duties of the Portfolio Binder Manager are as follows:

- a. Keep track of inventory
- b. Coordinate with CFO about reorder points, quantity amounts, the financial records such as the cost and price
- c. Manage the club members in the production of the product
- d. Maintain relations with vendors (career center) and suppliers

- e. Monitor inventory levels in the career center
- f. Organize strategic planning relating to the succession planning of the position

**12. Marketing**

The duties of the Portfolio Binder Manager are as follows:

- a. Marketing the club and events
- b. Coordinate with the Vice President about recruiting
- c. Update the clubs bulletin board in Whitt
- d. Organize strategic planning relating to the succession planning of the position

**ARTICLE VIII – Constitution Approval**

Collegiate Entrepreneurs

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Date: