**Constitution and By-Laws Guidelines for Student Organizations**

The constitution and by-laws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization, and the by-laws outline the basic rules of procedure by which a group’s membership govern their organization.

**Constitution**

*Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: Name: Design, Develop, Deploy - The Entrepreneurial Startup Club

Section 2 - Purpose: To provide an environment where talented students can come together into groups and actually create a product by the end of the semester, rather than just listen to lectures or talks about theory. D3 will consist of individuals put into groups of 3 or 4 and pushed to create a prototype of a product (eg: mobile app, website, or even hardware) by the end of the semester. Then the groups will present their products / prototypes at Demo Night.

The ideal group makeup is listed below in Article II, Section F.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. Students of all majors and backgrounds will be allowed to participate in this organization.

*Article II - Membership: Qualifications and categories of membership.*

1. The Application Review Team
   1. The Application Review Team is made up of the officers within the organization as well as any other individual they see fit to help assist with the reviewing of potential members for the coming semester. This team is responsible for choosing which individuals will join D3 the coming semester.
   2. The Application Review Team must come to a majority decision when dismissing a potential applicant. For example, if the Application Review Team decides to delegate the applications to each member of the Team, the Team must meet to discuss each individual's’ decisions, and discuss why they feel each applicant is either a good fit or not a good fit for the organization (given the roles described below discussing the Ideal Member).

1. How to become a member
   1. The only method of obtaining membership within D3 is through an application on the organization’s website. If there are less than 30 applicants by the end of the 1st week of the semester, all applicants will be automatically joined into the organization.
   2. If however there are more than 30 applicants, there will be an Application Review Team that looks over the applications and narrows down the number of individuals based on a balanced ratio of applicants’ qualities.
   3. If after a review of all applicants there are still over 30, a second phase of elimination of applicants will take place. This second phase will consist of personal interviews with 1 applicant and no more than 3 interviewers. After assessing each potential member through interviews, the Application Review Team will narrow their choices down to 30 members at most, based on a balanced ratio of applicants’ qualities.
      1. Note that an ideal Application Review Team when narrowing their choices of over 100 applicants will not narrow their choices to 30. Instead, it is recommended that the Application Review Team narrow their choices to around 50-60% of applicants, and use the personal interview process described above to help narrow the choices to 30.
2. Notes about who is allowed to participate
   1. Please note that anyone from any major, year, and background may apply to D3. There is no limitation to how many semesters you’re allowed to participate in D3. There is also no restriction on the number of individuals admitted from any given major, year, or background, as that would be inconsistent with the non-discrimination policy described above. However, if it is the case that the majority of “ideal” candidates (as described below) are found to be overwhelmingly in one category, it is likely that the Application Review Team will select individuals that will produce a more balanced environment. For example, if 90% of potential members are found to be Coders, it is not likely that all of the 90% will be coders, as that would produce group makeups that are skewed too heavily on the coder side of the group balance, and thus would lead to more Creative and Design types to be brought in, and a “stricter” requirement on the Coder type.
   2. Please note that there is no guarantee that each member from one semester will be grandfathered into the next semester, should that individual wish to participate the following semester. If it is the case that a large portion of members wish to return the following semester, those individuals must be proven (by peer reviews and end-of-semester interviews) to be worthy of grandfathering. If the individual is *not* proven by the above methods, that individual may re-apply the following semester, but may be subject to rejection should their qualifications be beaten by other potential applicants.
3. Qualifications and Qualities of an Ideal Member, listed by type
   1. Coder/Builder
      1. A coder or builder is best described as someone who can actually code the app, website, or product, or build the hardware piece desired by the group.
      2. Whether a coder or builder actually codes or builds, or whether they design a mockup in design/prototyping software is up to the group in coordination with the individual’s experience with such mediums.
      3. A coder or builder also exemplifies skills (whether through previously built products, or projects/work involved in) that are related to their role. For example, someone who has strictly done web development may not consider themselves an iOS developer. This may adversely affect their ability to either produce a product while a member of a group, or potentially adversely affect their ability to be accepted into the organization in the first place.
   2. Creative
      1. A creative is best described as someone who invents, explores, and innovates. They are the individual who is coming up with new ideas, expanding on current ideas, and otherwise contributing to the group by expanding the possible routes that the group could take.
      2. Whether a creative actually has the initial product idea, or whether they work with the initiator and improve the idea, the ideal creative assists with guiding the direction that the group will take their product.
      3. It is generally the case that someone who is a coder or designer can also be described (either by themselves or by an outsider) as a creative. But for the ideal group in D3, it is *NOT* recommended to have one person fulfill 2 roles. For example, a coder should not fulfill both the coder and creative roles.
   3. Designer
      1. A designer is best described as someone who plans the form, look, or workings of something before it being made or built, typically by drawing it in detail. This is an individual who, when given a product idea or direction, can layout the user interface, user experience, fonts, colors, sizes, logos, and other things related to the product’s creation.
      2. A designer ideally has exemplified skills in design with similar products. For example, a designer who has exclusively designed iOS apps in the past may not be best suited to design a hardware product. Although they may have an intuitive sense of design for physical hardware, they must present this in the application if that is their desired path.
   4. Note that the above types are not black-and-white guidelines, and are not meant to be strict categorizations for a member within the organization. The above are stated as general types that have been proven to be necessary when starting new products and prototypes, as is the case with D3 groups. That being said, an individual may be partial-coder, and partial-designer. Or potentially a blend of all 3. Or potentially only 1 category.
4. How Groups are Created
   1. The Application Review Team is required to, once the number of potential members has reached the expected range, place each of the members within a group based on the ideal group requirements detailed below.
   2. There is expected to be approximately 5-8 groups consisting of 3-4 members each. The only instance which would generate less than 5 groups is if there are a very low number of members within the organization. If there are more than 8 groups generated, the member count in each group must be 4 (instead of 3). If there are *still* more than 8 groups, the Application Review Team has not effectively narrowed the potential applicant count to a number at or below 30, and should do so immediately.
   3. The groups will be created during the 2nd week of the semester, and are expected to be completed before the 1st membership meeting (generally held during the 3rd week of the semester).
   4. The hard limit of a maximum of 8 groups is intentional for both spacial and time reasons. For example, during Demo Night, each group must display their product, and thus takes up a significant amount of physical space if there are a significant number of groups. Time becomes an issue during Pitch Night when every group presents their product’s current progress, and obtains feedback from others in the organization. The 8-group hard limit also promotes more competition and higher requirements to be a member of the organization, which benefits everyone in the long run.
5. The Ideal Group
   1. The ideal group within D3 has either 3 or 4 members. Any less than 3 and the workload on each individual within the group is often too strenuous, and can cause adverse effects on the progress of the group. Any more than 4 and the workload is spread too thin at the early stages of development, and thus proves difficult to assign each individual with tasks. In addition, with each member added to the group, communication as well as coordinating meeting times becomes increasingly difficult. Thus, to help facilitate maximum workload distribution as well as minimizing the risk that any one group will have difficulties communicating and arranging meetings times, the ideal group has 3-4 members.
   2. The above is not intended to be a hard limit on the number of individuals within the group, but rather to be seen as a guideline, similar to that of the ideal member type. In the instance that a group of 3 members has a member either removed from the organization or otherwise leaves their group, the group within D3 will only have 2 active members, which is perfectly acceptable from a group makeup standpoint. If it is the case that the current members within the group find it difficult to continue on their product, those individuals may request to either obtain a new member, have themselves be re-distributed to other groups (at the other group’s permission), or simply have themselves dissolve the group and thus no longer be a part of D3. The final option stated is unfortunate should it occur, but it is indeed an option.
   3. The ideal group makeup, that is the types of individual as listed above that are within each group, is as follows:
      1. An ideal group consists of an equal blend of 1 designer, 1 coder or builder (depending on the product the group wishes to create), and 1 creative. Each group will be placed with individuals who have interests similar to their own in order to help maximize the quality of each group. That is, all members wishing to creating an app, or a website, or a hardware piece, or whatever. The individual’s desire should be listed in the application phase of membership so as to be clear to the Application Review Team when placing members within groups. This process is described above in Section E: How groups are created.
      2. If it is the case that a group has 4 members, is it recommended that the fourth member compliment the group in an area that is weak for that group. For example, if a person new to programming is designated as a coder, that group is weak in that area. Thus, if another coder is seen as experienced, that individual may be placed as the 4th member within that group to help compliment the weak coder.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

President - The person in charge of running the day-to-day operations of the organization. This person is also in charge of selecting who will fill the leadership/office roles when the next officer transition window occurs.

Treasurer - The person in charge of all financials for the organization. Including but not limited to obtaining a bank account, programming funds, operating funds, and other sources of financial backing should the organization need it throughout the given term.

Vice-President - The person in charge of everything the president is required to do, should the president be ousted, step down, or otherwise unable to fulfill their roles as President throughout the remainder of the term.

Each of the above roles lasts 1 term (1 full academic year), and the officer transition window is during the Fall semester (nearer the beginning of the semester). The officers can be re-appointed the following term by the President, or Adviser in the case that the President is no longer present. Note that the President may announce their decision in the Spring semester, however the official officer transition won’t happen until the Fall semester.

*Article VI – Method of Selecting and/or Removing Officers and Members.*

A. - Selection of Officers

Officers are selected first and foremost by the current or previous officers (specifically the President). It is the President’s duty to examine those members within the organization who he/she sees fit to take over the given officer position.

If, however, the President is either unable to appoint a new officer to fulfill a role, or otherwise not available to do so, this responsibility falls upon the Vice-President.

If the Vice-President is unable or unavailable to fulfill this duty, an active member may volunteer to fulfill the officer position. As a volunteer, they must present themselves to the general population of the active members and must be accepted by a majority of active members. If however the general population does not wish to have the volunteer fulfill the officer role proposed, that is to say that at least 51% of active members are against having the individual fulfill the given officer position for the upcoming term, they are allowed to “block” that person’s ability to volunteer as that role. Any number of individuals may volunteer for a given role should this situation arise, but only the highest-voted volunteer (described below) may be appointed into the officer role.

If no one volunteers, or an accepted volunteer is not chosen, it is up to the Faculty Adviser to appoint a member from within the organization.

Finally, if neither the President, Vice-President, nor Adviser are either unable or unavailable to do so, and no accepted volunteer is chosen, it is up to the general population of the members within the organization to execute a voting session upon which each active member (as listed above) has 1 vote for each officer role and is allowed to cast their vote during a voting session. This voting session shall be held at a time when a least a majority of the active members are able to participate (whether online, or in person), and take no more than 1 week to complete. Once all the votes are tallied, the individual picked by the majority of votes by the active members is then appointed to fulfill the role they were voted in for.

An individual voted for a position can decline the offer should they not want the role, and the offer will be given to that individual who is 2nd highest in majority. If that individual *also* declines, the offer will continue to trickle down the list of most votes until an individual accepts the offer for the given role.

Last but not least, the Faculty Adviser has “last say” on whoever fulfills a given officer role. If the adviser does not believe the individual will meet the role’s demands, the adviser is allowed to “veto” the role, and the search for a new officer must begin anew, but this time no longer allowing the individual from fulfilling this role for the given term.

Any member may be appointed or fulfill an officer role regardless of their background. The organization’s non-discrimination policy protects any individual from being vetoed, denied, or otherwise removed from office on the grounds of the listed statuses.

B. - Removal of Officers

Given that the member is not being removed on discrimination statuses listed in the organization’s non-discrimination policy, any member may be removed at any time throughout the semester. This individual may come back to the organization the following semester, given that the individual was not banned from the organization (detailed below).

An officer may be removed via a majority decision of the active members to relieve the individual from their officer role. This must be brought up to the adviser, and the adviser has final say on whether or not the officer gets removed.

An officer may also be removed by the faculty adviser’s decision alone if the adviser does not believe the individual is fulfilling the duties of the given officer position.

If any officers are removed during a semester, the rules stated above for appointing a new officer must be followed.

C. - Removal of Members

Given that the member is not being removed on discrimination statuses listed in the organization’s non-discrimination policy, any member may be removed at any time throughout the semester. This individual may come back to the organization the following semester, given that the individual was not banned from the organization.

Types of Removals:

1. Ban - An individual who is deemed “banned” from the organization is done so through a unanimous joint decision between the President, Vice-President, and faculty adviser to remove the member from the organization and disallow them indefinitely from participating in any of the organization’s future events. The ONLY way a ban from the organization can be justified is if the individual does one of the following at or during an organization’s meeting, or in some way affiliates the organization with their actions:
   1. Is extremely disruptive to the organization’s members and meetings and/or discriminating against other members of the organization (all categories of which are listed in the non-discrimination policy). This includes, but is not limited to, their group members, other members of the organization, or outside professionals that the organization brings in.
   2. Experiences a “simple removal” from at least 3 meetings or events during 1 semester by either officers or the faculty adviser (see below for simple removal rules).
   3. Is requested to be removed by at least 75% of the active members within the organization (see below for removal request rules).
   4. Is physically or verbally violent toward an individual, either within a group meeting or event, or affiliating themselves with the organization during their actions.
2. Simple Removal from Officer and Adviser - This is a removal from either the current meeting or event taking place by the organization. Any member may be removed at any time for any reason by any officer or faculty adviser, given that the reason for removal is clearly stated to the individual and follows the non-discrimination policy stated in this constitution. The individual removed from the meeting or event may return at the following meeting or event given that they adjust their behavior accordingly. If the individual continues to be disruptive to the group as a whole, the officers and adviser may choose to ban the individual from the organization for the remainder of the semester; rules on banning listed above.
   1. If the removed member believes they were removed on unjust causes, they can bring this issue up with the university to discuss the matter.
3. Removal Request from Active Members - Any active member may submit a request to the officers to remove an individual. It is up to the officers and the faculty adviser to review the request to determine a course of action based on the given information from the active member. This request must be dealt with within 5 days of the report.
   1. If it not dealt with within that time period, the individual may submit a report to the university to discuss the matter.

*Article VII – Adviser(s) or Advisory Board: Qualification Criteria.*

The faculty adviser is responsible for overseeing any decision made by the officers, as well as assisting in duties listed in the above articles.

The ideal adviser, should a new one need to be appointed or selected, is one who is familiar with entrepreneurship, or has an interest in innovation, specifically with regards to startup companies and new ventures.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*

Each individual who is selected to become a member of D3 is required to attend the weekly meetings. If a member does not attend 4 weeks worth of meetings in a row, the individual may be considered for dismissal from the organization for lack of contribution to the group, should the group members decide that individual is no longer working with them.

Read Article VI with regards to the process for, and consequences of, removal of a member from the organization.

Each week there will be 1 required meeting, during which the usual format will be followed:

1. A brief workshop/guest speaker to talk about a topic relevant to all groups at that stage of product development. The host of the workshop or guest speaker is allowed to stay after their time to help groups individually.
2. Group meeting time, during which all groups within the organization can work with their respective group members on their group’s product idea. During this portion of the weekly meetings, each group may also collaborate with other groups to get feedback or otherwise improve on their product. This is not meant to be the *only* time during the week that a group work on their product. It is however intended to give all groups at least *some* time that week to make progress.

There will be no general meetings for those individuals *not* a selected member of the organization.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

*Article X – Method of Dissolution of Organization*

Should it arise that the organization need to be dissolved, all meetings will cease to exist and all members will no longer be members, and all officers will lose their roles. The organization will essentially disappear.

Any products that any of the groups were working on are encouraged to continue to be worked on, however would no longer have the support of the organization as it would no longer exist. It is this organization’s goal to help facilitate an environment such that individuals who join, and participate, learn how to start and finish a product over the course of a few weeks. Thus, any dissolution mid-semester should cause no major disruption in the progress of any group’s product.

Any funds or other financial capital obtained by the organization must be returned to its rightful owner. If all of the incurred funds cannot be repaid in full by the on-hand assets of the organization at the time of dissolution, an equal percentage (based on amount provided) must be paid back to the owners.

Any merchandise or materials distributed to members of the group, as well as those given out to individuals outside of the organization, shall remain property of the owner at the time of dissolution. Thus, any equipment, clothing, lab supplies, or other potential materials potentially provided by the organization that is loaned to or rented to the member should be returned, and the products returned to their original owner.

**By-Laws**

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes is usually required to be given to the membership and should not be changed in the same meeting in which proposed. By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II- Membership*

All details described in the above constitution.

*Article III- Election / Appointment of Government Leadership*

All details described in the above constitution.

*Article VI - Advisor/Advisory Board Responsibilities*

All details described in the above constitution.

*Article VII - Meeting Requirements*

All details described in the above constitution.

*Article VIII - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

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