ARTICLE I: NAME AND PURPOSE
Section 1.
The name of this organization is Spartan Supplemental Instruction (Spartan SI)
Section 2
This club was formed in order to provide the students of Michigan State University a seamless transition in upper level chemistry courses, namely organic chemistry. The group is aimed providing peer-to-peer instruction for “high-risk” classes not “high-risk” students; it aims to generate independent thinking and genuine interest in the material. Students will be able to gain experience as well as receive training to become better future leaders.

ARTICLE II: MEMBERSHIP
Section 1.
Spartan SI accepts all students to become members regardless of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. However, only MSU students may be officers and/or voting members.
Section 2.
To become a member, the student must attend a meeting or contact the vice president. The student must also sign a new member agreement form and is required to pay a semi annual (beginning of each semester) membership fee of $20.00 to cover club expenses. This fee is nonrefundable.
A student may lose his or her right to be a member within the club if he or she refuses to follow any of the rules stated below. One instance of rule-breaking committed by a member can result in loss of membership depending on the severity of the offense. All officers would meet to discuss the offense that was committed.

The President, by way of email, phone, and/or mail, will then report back to the student the decision made by all officers. The member in question may be under probation or may lose his or her
membership altogether. A member is given a probation period of one semester. If an offense is caused by a member on probation, his or her membership will be revoked. Membership fees are non-refundable.

Members are required to:

1. Be respectful of all guests.
2. Be respectful of all members and officers.

ARTICLE III: OFFICERS

Section 1.
The executive board shall consist of the following positions: President, Vice President, Secretary, Vice President of Marketing, Vice President of Student Relations.

All officers shall serve for one year from May 1ˢᵗ – April 31ˢᵗ. New officers replacing a current officer shall serve their term starting on March 25ᵗʰ, after all electoral votes have been counted. This overlap in officer position terms is enforced so that the new officer may be trained by the present officer before his or her term has ended. When the current officer retires from his or her position the new officer will manage the position assigned to them as well as all responsibilities that are included with that position.

Section 2.
The voting period for officers starts March 1ˢᵗ and ends March 21ˢᵗ. Voting is open to all members and officers and will be done through email. Members and officers must send all emailed votes to the President or Vice President by March 21ˢᵗ. All votes will be counted and the results will be issued on March 23ʳᵈ and posted on the club website as well as sent through email. A member may be nominated by other members or self-nominate themselves. A member wishing to run for an officer position must be on terms of good-standing (Article II, Section 2). He or she will also be required to complete a full registration process. The Registration process requires each candidate running for a position to write a one-page statement of why he or she wants to be an
officer as well as why he or she would make a good officer as well as providing proof and signature from faculty that he/she has performed well in the class with a 3.0 GPA or above in organic chemistry classes CEM143/CEM251/CEM252. The applicant is also required to meet with the current officers for a short meeting. At the meeting officers will have a chance to ask the member questions.

Section 3.

PRESIDENT-
1. Attends all current organic chemistry lectures and delegates attendance of officers to attend lectures
2. Maintain frequent communication with group advisor and receive feedback from teaching professor and permission to deliver lesson plans
3. Attends and delegates all meetings and activities
4. Responsible for the overall well-being of the club and its members, keeping the interest of the clubs members as a main priority
5. Responsible for lesson planning and adhering to materials presented only in the classroom
6. Responsible for lesson plans of all officers to meet with faculty standards and permissions
7. Contacts all members for events and meetings
8. Oversees all committees and finances
9. All reimbursements are verified by the president and the group advisor before compensation is received
10. Responsible for completing the Activity Planning Form (APF) every semester to reserve spacing for club activities
11. Responsible for attending training sessions by student life services for new officers/advisers.

VICE PRESIDENT-
1. Assists the president, if president is absent, assumes accountability and responsibility to oversee all club activities and lesson planning standards are met
2. Attends current organic chemistry lectures and delegates attendance of officers to attend lectures and receive feedback from teaching professor and permission to deliver lesson plans
3. Maintain frequent communication with group advisor and related faculties that teach organic chemistry courses
4. Collects member information forms
5. Records all member information
6. Responsible for future recruitment of officers / instructors
7. Maintain communication with Instructor of Record (Dr. Melanie Cooper) to develop assessment standards and keep track of grade averages
8. Head of the membership committee

VICE PRESIDENT OF STUDENT RELATIONS-
1. Responsible for the recruitment of new members
2. Attends current organic chemistry lectures and delegates attendance of officers to attend lectures and receive feedback from teaching professor and permission to deliver lesson plans
3. Maintain frequent communication with group advisor and related faculties that teach organic chemistry courses
4. Make flyers and announcements in chemistry classes (CEM 142, CEM143, CEM251/252)
5. Advertises for the club- maintains communication with department advisor (Dr. Steven Poulious)
6. Collaborate with Vice President of Marketing for seamless integration to Sparticipation
7. Head of the promotion committee

SECRETARY-
1. Attends current organic chemistry lectures
2. Maintain frequent communication with group advisor and related faculties that teach organic chemistry courses and
receive feedback from teaching professor and permission to deliver lesson plans
3. Keeps a calendar of all events with dates and times of all activities
4. Collaborate with VP of Marketing to make newsletters to give to members / maintain facebook account and website of club
5. Takes notes during all meetings as well as keep strict count of all members present during each teaching session
6. Keeps track of meeting times
7. Distributes minutes to officers and advisor after each executive board meeting
VICE PRESIDENT OF MARKETING -
1. Attends current organic chemistry lectures
2. Maintain frequent communication with group advisor and related faculties that teach organic chemistry courses and receive feedback from teaching professor and permission to deliver lesson plans
3. Keeps records of all expenditures and revenue
4. Reports monthly budget to officers and advisors of expenditures and revenue
5. Delegates/runs fundraising initiatives under President
6. Works with sponsorships from other companies to fund club activities
7. Collaborates with the Secretary in producing newsletters / maintain facebook account and website of the club
8. Collaborate with Vice President of Student Relations for seamless integration to Sparticipation
9. Head of executive committee
Section 4.
An officer failing to maintain good-standing (Article II, Section 2), may be removed from their position. Due to the severity of offense, an officer may lose their membership entirely. Reasons for not remaining in good-standing are not obeying the rules written in the constitution as well as failing to complete all duties
required of their position as officer. For instance, if an officer fails to attend more than one meeting without giving a three days notice ahead of time, he or she may lose their current position as officer. The officers are required to meet with the student organization advisor at times arranged between the officers and the advisor.

ARTICLE IV: OPERATING PROCEDURES

Section 1.
Based on scheduling the Executive Board of Spartan SI will meet once a week on Fridays from 4-5pm in the Chemistry Building. General Assembly for members will meet Monday/Tuesday/Wednesday/Thursday/Friday from 7:00pm-8:30pm to receive peer-to-peer instruction.

Section 2.
For each meeting, the following rules will apply:

1. Members/students will be welcomed to the club by the President and introduced to the club officers assigned to instruct that given day. Before instruction begins, attendance will be taken.

2. Peer-to-peer instruction will then begin by reviewing class material, providing a short 5-10 min review session highlighting important points of the day’s lesson, answer questions from the previous lesson, and then use the rest of the class time to actively practice examples as a class.

3. Members will also have the chance to ask questions and make comments.

4. The meeting will be concluded with the instructor providing further information of current classes and assign further practice problems.

Section 3.
Executive Committee-
1. Directed under the Vice President of Marketing
2. Vote on expenditures
3. Work with sponsorships

Promotion Committee-
1. Directed under the Vice President of Student Relations
2. Advertises for club
3. Recruits new members

Membership Committee-
1. Directed under the Vice President
2. Accounts for all student membership forms and information
3. Future training and recruitment of new members

ARTICLE V: AMENDMENTS

Section 1.
All officers of the club may propose amendments.

Section 2.
An amendment may be proposed by any officer of good-standing and must be brought to the president’s attention.

Section 3.
Once the president has been informed of an officer’s proposed amendment, all of the other officers have the chance to vote on the amendment and is verified by the group advisor. The president holds express permission to accept/veto amendments if it conflicts with the constitution.