

Constitution for The Advisory Board for Leadership and Engagement of Clarion University of Pennsylvania

Article I: Name

Section 1: The name of the body governed by this constitution shall be The Advisory Board for Leadership and Engagement (ABLE).

Article II: Mission Statement

Section 1: The mission of The Advisory Board for Leadership and Engagement is to serve the student body, institution, and greater community by creating, supporting, and facilitating programs in leadership and civic engagement in conjunction with the Center for Leadership and Involvement. ABLE brings together members, ideas, and efforts of various organizations, departments, and groups from our campus to demonstrate the ideals and values of our University community in the areas of leadership and service.

Article III: Membership

Section 1: The membership of this organization shall consist of any persons interested in leadership, service or general campus involvement.

Section 2: Requirements to obtain membership include attending one Advisory Board for Leadership and Engagement (ABLE) meeting and meet with at least one of the executive board members before the next Advisory Board for Leadership and Engagement (ABLE) meeting. Also must accept membership request on CU Connect. Students can begin membership process during nomination period.

Section 3: Members are required to consistently attend meetings. Any more than three unexcused absences will remove their standing in the organization. If a member is going to miss a meeting, they must notify the Secretary 24-hours in advance. Permissible excuses for a missed meeting are as follows: class, work, illness, athletic event/practice or family emergency.

Section 4: Members must be in “good standing” with the University as stated in the Clarion University Student Handbook. This status can be further defined as having a cumulative grade point average of at least a 2.0 on a 4.0 scale and not being on disciplinary probation

Article IV: Executive Board

Section 1: The executive board will consist of six positions: President, Vice President of Communications (Public Relations), Vice President of Leadership Programs, Vice President of Service, Vice President of Finance (Treasurer), and Secretary.

Section 2: The duties of the executive board will include the following responsibilities, but will not be limited to what is stated.

A. President

1. Shall preside over all ABLE meetings
2. Shall not have voting power unless there is a tie
3. Will not be able to make a motion
4. Will meet with Advisor on a weekly basis
5. Will coordinate regular meeting times with individual members of the Executive board to accomplish tasks
6. Shall be responsible for a cabinet of the follow sub-committees/position:
Parliamentarian
7. Shall serve a minimum of two office hours per week
8. Shall receive resignation notices should any officer choose to resign

B. Vice President of Communications (Public Relations)

1. Shall be responsible for a cabinet of the follow sub-committees/position:
Web Relations, Gemmell Chair and Promotions.
2. Shall coordinate external communications and public relations for ABLE and ABLE's programming
3. Shall maintain the Programs Scrapbook which includes news articles on and PR from past events
4. Shall maintain CU Connect
5. Shall serve a minimum of two office hours per week

C. Vice President of Leadership Programs

1. Shall be responsible for a cabinet of the following sub-committees: Emerging Leaders Program, Outdoor Programs, Off Campus Programs and Leaders In Action Conference
2. Shall work in conjunction with the VP of Communications to promote programs to current and incoming students
3. Shall work in conjunction with VP of Service to manage a master calendar of leadership and service programs.
4. Shall serve as an advocate for all programs at ABLE meetings, should appropriate representatives not be in attendance
5. Shall aid leadership program committees in recruitment and participation for their event by distributing posters, applications, mailers, etc.
6. Shall serve a minimum of two office hours

D. Vice President of Service

1. Shall be responsible for a cabinet of the following sub-committees:
Community Service Day, Community Halloween Party, Come Together Clarion, Hunger and Poverty Initiative, Community Outreach, 9/11 Event, and Martin Luther King, Jr. Day of Service
2. Shall work in conjunction with the VP of Communications to promote programs to current and incoming students
3. Shall work in conjunction with VP of Service to manage a master calendar of

leadership and service programs.

4. Shall serve as an advocate for all service projects at our ABLE meetings, should the appropriate representatives not be in attendance
5. Shall aid service project committees in recruitment and participation for their event by distributing posters, applications, mailers, etc.
6. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
7. Shall work in conjunction with Center for Leadership and Involvement to keep the University website up to date with current programming
8. Shall serve a minimum of two office hours per week

E. Vice President of Finance (Treasurer)

1. Shall manage, under the supervision of the Advisor, the ABLE budgets, both the Fee-Supported and the Self-Supported accounts, through the Clarion Students' Association
2. Shall serve as acting president in the absence of the President
3. Shall be responsible for a cabinet of the following sub-committees: Fundraising, and Grants (when active)
4. Shall meet with committees to discuss budgets for the following year
5. Shall serve a minimum of two office hours per week

F. Secretary

1. Will be the student worker for the Center for Leadership and Involvement
2. Shall take and distribute minutes from every meeting
3. Shall be in charge of internal communication and field all emails through the mwleadership@clarion.edu account
4. Shall handle meeting attendance and excuses
5. Shall monitor the Student Leadership Empowerment Program, Freshman Leadership Challenge and the Mary Walter Leadership Series
6. Shall manage master roster and records on CU Connect

Section 3: Election of Executive Board

- A. The officers shall be elected by secret ballot during the second to last meeting of the academic year. A candidate will need a majority vote to become an officer.
- B. Nominations will be open two meetings before elections are held.
- C. Special elections for officers may be held at any time there is a vacant position.
 1. Nominations will be open one meeting before elections are held
 2. Must be a member to be elected into an officer position
- D. Elections will be held in the following order: President, Vice President of Communications, Vice President of Leadership Programs, and Vice President of

Service, Vice President of Finance.

Section 4: Meeting for the Executive Board

- A. The Executive Board must meet bi-weekly to keep up to date on programs and events.

Section 5: Removal from Office

- A. Any Executive Officer may be impeached for failure to fulfill his/her duties and responsibilities or for infringing upon the rights of others through the abuse of his/her office.
- B. The entire membership shall cast a secret ballot to determine whether or not the board member is removed from his/her position. Two-Thirds (2/3) vote is needed to impeach.

Section 6: Resignation

- A. Any officer wishing to resign his/her position shall present a written resignation to the President for acceptance.
- B. If the President is the officer resigning, the resignation shall be given to the Advisor.

Section 7: Line of Succession

- A. If the President is absent the line of succession is as follows, Vice President of Communications, Vice President of Leadership Programs, and Vice President of Service, Vice President of Finance and Secretary.

Article V: Advisor

Section 1: The advisor will be the Assistant Director for the Center for Leadership & Involvement, in Leadership and Service Programs

Section 2: Shall not have voting power

Section 3: Academic eligibility for membership will be verified by the advisor in the beginning of each academic semester.

Section 4: Shall meet individually with the members of the Executive Board on a bi-weekly basis

Article VI: Committees

Section 1: Standing Committees:

- A. Web Relations- CU Connect and Web Pages (Facebook, Twitter, Gmail)
- B. Promotions
- C. Emerging Leaders Program/Mentor Program
- D. Outdoor Programs
- E. Off-Campus Programs

- F. Leaders In Action
- G. Community Service Day
- H. Community Halloween Party
- I. Come Together Clarion
- J. Martin Luther King, Jr. Day of Service
- K. Patriot Day (9/11 Event)
- L. Hunger and Poverty Initiative Programs
- M. Campus Outreach Programs
- N. Fundraising
- O. Grant (when active)

Section 2: Committee Chair Selection and Terms:

- A. Where a committee exists, the standing committee chair shall be selected by the members of their respective committees
- B. If no committee exists, the standing committee chair shall be appointed by ABLE

Section 3: Committee membership:

- A. Members of ABLE may be a part of as many committees as they choose
- B. Member of all standing committees must accept membership request on CU Connect

Article VII: Positions

Section 1: Standing Positions:

- A. Parliamentarian
- B. Gemmell Chair

Section 2: Position Chair Selection and Terms: The standing position chair shall be selected by the executive board

Section 3: Committee: If chair feels as if a committee is needed, a committee can be formed

Article VIII: Meetings

Section 1: Meetings will be held bi-weekly during the academic year.

Section 2: Quorum shall be the majority (50 percent plus one) of the membership of the general members on CU Connect

Section 3: Majority shall be considered to be 50 percent plus one in attendance to vote

Section 4: Meetings will follow the standard procedure as set by Robert's Rules of Order.

Section 5: Special/Emergency meetings may only be called by the President or no fewer than three executive board members and may be done at the request of any member, provided there is a 48-hour notice through email and quorum is able to be obtained.

Article IX: Finances

Section 1: There will not be any dues.

Section 2: Two financial accounts with the Clarion Students' Association will support the organization: a Fee-Supported account and a Self-Supported account.

Section 3: Finances shall be overseen by the Vice President of Finance. The signing of Payment Requests requires the signature of either the President or Vice President of Finance and Advisor.

Article X: Parliamentary Authority

Section 1: This constitution shall override Robert's Rules of Order, when there is a disagreement.

Article XI: Suspending the Rules

Section 1: If a legislative action results in a violation of the Constitution's articles, sections, or anything wherein then a motion to suspend the rule can be entertained.

Section 2: In accordance with Robert's Rules of Order, a motion to suspend the rules may be passed by the majority of active voting members present at the meeting.

Section 3: Motions to suspend the rules may only be enacted during the meeting.

Article XII: Amending and Ratification

Section 1: Amendments to the Constitution shall be submitted by any member of the organization.

Section 2: The amendment shall be tabled until the next general meeting for discussion.

Section 3: Approval of the Constitution and any amendments shall be by a two-thirds (2/3) vote.

Section 4: This constitution, and its amendments, shall become effective upon ratification by the members of ABLE and following the approval of the Student Senate of Clarion University of Pennsylvania, and the President of the University.