

# **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 Student Engagement and Development. 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. Students must also accept membership request on CU Connect. Students may begin membership process at any time, including during officer election/nomination period.

Section 3: Members are required to consistently attend meetings. Any more than three unexcused absences will result in a loss of membership for the remainder of the semester. 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: All members must be a member of at least one committee and must attend at least two events per semester.

Section 5: Executive Board Officers must maintain a 2.50 GPA on a 4.0 scale, and cannot be on disciplinary probation. General and Committee Members who fall below good academic standing (2.0 QPA) must make arrangements for academic support before continuing their membership. This requires meeting regularly with a Success Coach and the ABLE Advisor.

## **Article IV: Executive Board**

Section 1: The executive board will consist of six positions: President, Vice President, Secretary, Communications Officer, Leadership Officer, and Service Officer.

Section 2: When elected into the position, the officer must commit to a full academic year. If unable to complete year, a successor must already be appointed before absence.

Section 3: 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 serve a minimum of three office hours per week
7. Shall receive resignation notices should any officer choose to resign
8. Shall organize, promote, and oversee all planning for Come Together Clarion
9. Shall manage the master calendar for ABLE of service and leadership projects conducted during the school year
10. Shall attend and oversee all ABLE events during the school year. Any event not attended must be covered by the Vice President or Secretary, given appropriate notice
11. Shall support Officers and Committee Chairs of ABLE, at all times.
12. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
13. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor

B. Vice President

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 meet with committees to discuss budgets for the current school year and upcoming school year.
4. Shall serve a minimum of three office hours per week
5. Shall organize, promote, and oversee all planning for Philanthropy and Fundraising
6. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
7. Shall attend and oversee any ABLE events during the school year, if and when President is unable to attend.
8. Shall support Officers and Committee Chairs of ABLE at all times.
9. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor.

### C. Secretary

1. Shall take and distribute minutes from every meeting
2. Shall be in charge of internal communication and field all emails through the [mwleadership@clarion.edu](mailto:mwleadership@clarion.edu) or [able@clarion.edu](mailto:able@clarion.edu) account
4. Shall handle meeting attendance and excuses
5. Shall monitor the Mary Walter Leadership Series
6. Shall manage master roster and records on CU Connect
7. Shall serve a minimum of three office hours a week
8. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
9. Shall attend and oversee all ABLE events during the school year, if and when the President is unable to attend.
10. Must maintain a master calendar of all ABLE events
11. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor

### D. Communications Officer

1. Shall be responsible for a cabinet of the follow sub-committees/position:  
Recruitment and Social
2. Shall coordinate external communications and public relations for ABLE and ABLE's programming
3. Shall maintain and keep updated the bulletin board outside the ABLE office, which includes ads, posters, and member info
4. Shall maintain CU Connect and website with current information
5. Shall maintain all social media platforms
6. Shall do an ABLE promotional calendar
7. Shall maintain a master contact list for partnerships
8. Shall serve a minimum of three office hours per week
9. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
10. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor

### E. Leadership Officer

1. Shall be responsible for a cabinet of the following sub-committees: ABLE to Lead, Conferences, and Ropes Course
2. Shall work in conjunction with the Communications Officer to promote programs to current and incoming students
3. Shall work in conjunction with Service Officer to manage a master calendar of leadership and service programs.
4. Shall serve as an advocate for all Leadership 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 three office hours
  7. Shall serve as a spokesperson for other RSO/RUOs who wish to collaborate on their community service projects
  8. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor

#### F. Service Officer

1. Shall be responsible for a cabinet of the following sub-committees: Kids at Heart, Service Trips, and Service Day
2. Shall work in conjunction with the Communications Officer to promote programs to current and incoming students
3. Shall work in conjunction with Leadership Officer 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 serve a minimum of three office hours per week
8. Must ensure ABLE service hours on CUConnect are current and accurate
9. Must maintain position binder, that will be approved by the organization's advisor, for self and upcoming successor

#### 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 a minimum of one week 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, Secretary, Communications Officer, Leadership Officer, and Service Officer

#### Section 4: Meeting for the Executive Board

- A. The Executive Board must meet weekly, prior to general meetings, 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, Secretary, Communications Officer, Leadership Officer, and Service Officer

## Article V: Advisor

Section 1: The advisor will be the Assistant Director of Student Conduct and Community Development

Section 2: Shall not have voting power

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

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

## Article VI: Committees

Section 1: Standing Committees:

- A. Conferences
- B. ABLE to Lead
- C. Ropes Course
- D. Kids at Heart
- E. Service Trips
- F. Service Day
- G. Recruitment
- H. Social

Section 2: Committee Chair Selection and Terms:

- A. Members are able to be nominated by self or by any other member of the organization
- B. Committee chairs shall be elected 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
- C. Committee Chairs will serve a minimum of two office hours per week

## Article VII: Meetings

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

Section 2: Quorum shall be the majority 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 VIII: 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. The signing of Payment Requests requires the signature of either the President or Vice President and Advisor.

## Article IX: Parliamentary Authority

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

## Article X: 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 XI: 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.