

## **Constitution of the Anthropology Club of Clarion University of Pennsylvania**

Date of Origin September 29, 2003

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Anthropology Club of Clarion University of Pennsylvania (CUP).

### **ARTICLE II**

#### **Purposes and objectives**

1. The club will stimulate and encourage interest and involvement of the student body in Anthropology.
2. The club will promote community-wide interest in Anthropology.
3. The club will sponsor events related to Anthropology.

### **ARTICLE III**

#### **Membership**

##### **Section 1.**

- A. Active membership shall be open to enrolled CUP students.
- B. Adjunct membership shall be open to any individual who is not enrolled as an CUP student and is interested in participation in the Anthropology Club. This includes, but is not limited to, CUP faculty and staff.
- C. Membership and participation shall fully comply with the policies outlined in the CUP Students Rights, Regulations and Procedures Online Handbook as stated under “Recognized Student Organizations Regulations.”
- D. Attendance of all members shall be taken at the beginning of every meeting. At that time it will be determined if a quorum is present. (See Article III, section 4.)

##### **Section 2.**

- A. Every member must pay dues to be considered an active member. In the presence of a quorum (Article III, section 4) dues shall be agreed upon at the first meeting of each semester. Dues shall not be excessive.
- B. Once an individual pays his or her dues, they shall be considered a member, as per Article III, Section 1.
- C. Those individuals who do not pay dues are not considered members.

### **Section 3.**

- A. The presence of a quorum is necessary for voting on club business. A quorum is defined as at least twenty-five (25) percent of the club's active membership.
- B. The ability to vote on club business shall be limited to active members. An active member is defined as a dues paying member, who shall successfully attend more than one-half of the minimum number of meeting each semester.
- C. If a quorum is not present the club business shall be tabled until the club meeting with a quorum present. This is relevant to club business requiring an active membership vote. All other matters may be conducted without a quorum present.

## **ARTICLE IV**

### **Officers**

#### **Section 1.**

The officers of this club shall be the President, the Vice-President, the Secretary , the Treasurer, and Web-Chair. The same individual can hold the positions of Secretary and Treasurer.

#### **Section 2.**

The elected officers shall remain in office for the next twelve (12) months of the calendar year or until new officers are elected which ever shall occur first.

#### **Section 3.**

Candidates for office in this Club must:

- A. maintain a 2.0 G.P.A. and be currently in good academic standing with the University.
- B. be enrolled in at least 6 credit hours as a degree seeking student.

#### **Section 4.**

- A. Active members of the Anthropology Club shall make nominations for officers. Nominations shall be requested on the second meeting during the fall semester. This shall occur after the collection of dues from those satisfying active membership requirements.
- B. Nominated candidates shall be elected by a majority vote of active members present at the second meeting of the fall semester. This will occur by way of secret ballot. The secret ballot election will be presided over by the faculty advisor. (See Article V.)
- C. There will be no limits on the number of terms an active member can serve.

## **Section 5.**

- A. The President of this club shall perform the following duties:
  - i. Preside over all club meetings.
  - ii. Call special meetings
  - iii. Call executive committee meetings.
  - iv. Form standing committees to handle club business and activities.
  - v. Ensure the Anthropology Club is actively pursuing its purposes and objectives as stated in Article II.
  
- B. The Vice-President of this club shall perform the following duties:
  - i. Assume the duties of the president in case of his or her absence or removal from office.
  - ii. Coordinate the activities of the standing committee.
  - iii. Assist the president as requested.
  
- C. The Secretary of this club shall perform the following duties:
  - i. Maintain a list of all members of the club. This list shall contain the attendance record and denote the type of membership for each member.
  - ii. Take attendance at the beginning of every club meeting.
  
  - iii. Record and make public to the organization the minutes of regular meetings and executive committee meetings.
  - iv. Notify the membership of the time and place of club meetings.
  
- D. The Treasurer of this club shall perform the following duties:
  - i. Maintain an accurate record of all receipts and disbursements of funds.
  - ii. Maintain the account of the club in accordance with university regulations.
  - iii. Submit to the appropriate office such financial statements as are requested.
  - iv. Report to the club the status of the club's accounts at the first meeting of every month.
  - v. Chair all fundraising activities.

- E. The Web-chair of this club shall perform the following duties:
  - i. Shall be responsible for Internet communication.
  - ii. Maintain the club's website.

## **Section 6.**

Outgoing officers must give all records and work done for the Anthropology Club of CUP to the presiding/incoming officer. Alternatively, materials may be given to the advisor.

## **ARTICLE V**

### **Faculty Advisors**

- 1. The Anthropology Club shall have at least two (2) advisors designated as the co-club advisor who is a full-time member of the faculty or the professional staff at CUP. The club may have as many secondary advisors as deemed appropriate by the club.
- 2. The officers of the club shall nominate the faculty advisor and if a majority vote of the active members is reached that "elected" individuals shall be invited to serve as the faculty advisors. This election shall occur at the second to last meeting of every semester to ensure an advisor for the next semester.
- 3. If that individual declines the invitation or there is a vacancy of the faculty advisor position, the aforementioned procedure shall be repeated.

## **ARTICLE VI**

### **Impeachment**

#### **Section 1.**

- A. Officers and members in the club may be impeached for malfeasance in office, dereliction of duty or failure to comply with the purposes and objectives of this club as stated in Article II.
- B. A petition signed by the majority of the active members of this organization shall initiate impeachment proceedings.
- C. The charged member shall be notified in writing of all charges and the time and place of the meeting(s) concerning his or her case at least seven (7) days prior to the date of the meeting(s).
- D. The impeached officer shall have an opportunity to answer all charges.
- E. In the event of presidential impeachment proceedings, the faculty advisor shall chair the impeachment meetings.

## **Section 2.**

### **Removal**

- A. A two-thirds (2/3) public vote of the attending active members in an open meeting shall constitute removal for the remainder of the academic year.
- B. A removed officer will maintain active membership in the club.
- C. The Vice-President at the next regular club meeting shall replace the impeached President.
- D. Other offices shall be filled by a nomination by officers and a majority vote of active members.
- E. If an elected official can no longer perform the duties of his or her office and resigns or if by circumstance a vacancy occurs, a new official shall be elected as stated in this section

## **ARTICLE VII**

### **Meetings**

1. The Anthropology Club of Clarion University of Pennsylvania will hold regular meetings.
2. A minimum of four (4) meetings will be held per semester.
3. The location and the time shall be set by a plurality vote of active members at the second meeting of every semester. The location and time is subject to change. This can occur if regular attendance of active members is constantly below fifty (50) percent. If this occurs a motion to change the location and time will be considered by the club officers and a vote may ensue.
4. All members shall be notified of the time and place of non-regular meetings, and if regular meetings are changed, at least one (1) day prior to the date of the meeting.
5. Meetings shall be conducted in accordance with Robert's Rules of Order. Failure to do so may result in dismissal from that meeting.

## **ARTICLE VIII**

### **Financing and Funding**

#### **Section 1.**

- A. Funds shall be requested from the Student Senate of CUP in accordance with the appropriate procedures.
- B. Fund-raising activities shall take place as the majority deems necessary.

### **Committees**

#### **Section 1.**

- A. The executive committee shall consist of the officers and the faculty advisors.
- B. A quorum for the committee shall be at least seventy-five (75) percent.
- C. This committee shall plot the course to best accomplish the purposes and objectives (Article II). It may also deal with specific issues as determined by the President.

#### **Section 2.**

- A. The standing committee shall consist of four (4) members appointed by the president and one officer.
- B. A quorum for the standing committee shall consist of forty (40) percent.

C. The duties of this committee shall be to determine the need for all other committees.

### **Section 3.**

- A. All other committees formed by the standing committee for specific activities or events shall have no limit in number.
- B. Each committee must nominate a chairperson who is responsible for reporting committee actions and progress to the standing committee upon request

## **ARTICLE IX**

### **Amendments**

1. An amendment to this constitution may be proposed by a petition signed by twenty-five(25) percent of the active members of the organization
2. Amendments shall be introduced in writing at any meeting of the organization and lie over at least a week, be reread and voted on at the next meeting.
3. Amendments passed by a two-thirds (2/3) vote of the attending active membership shall become effective when approved by the Student Senate of Clarion University of Pennsylvania.

## **ARTICLE X**

### **Ratification**

This Constitution shall be ratified when signed by at least two-thirds (2/3) of the attending active members of the Anthropology Club of Clarion University of Pennsylvania and approved by the Student Senate of CUP, the Vice President of Student Affairs, and the President of Clarion University.

## **ARTICLE XI**

### **Enabling Act**

Upon ratification and approval, this Constitution shall be come effective immediately.

## **ARTICLE XII**

### **Accessibility of this Constitution**

Copies of this constitution shall be available to anyone upon request.