

Student PSEA
Bylaws

ARTICLE 1.- NAME

The name of this organization shall be the Student Pennsylvania State Education Association chapter of the National Education Association of Clarion University of Pennsylvania.

ARTICLE 2.- PURPOSE

This organization shall be formed to afford students the opportunity to interact with their peers and exchange valuable pre-professional information. It is created to serve as a sub-chapter of the National Education Association to make members aware of educational information on both the state and national levels, as well as provide local opportunities for students to meet state and national educational dignitaries, gain information from experienced speakers and practicing teachers in the field.

The purposes of Student PSEA shall be: (a) to influence and improve the conditions of teacher preparation; (b) to provide for a unified student voice in matters affecting their education and profession; (c) to develop in the future educator an understanding of and appreciation for the education profession and the role of the professional education association; (d) to promote and protect human and civil rights of students; (e) to forward the aim of quality education; to stimulate the highest ideals of professional ethics, standards, and attitudes.

ARTICLE 3.- MEMBERSHIP

Section 1. General Membership

- a. This organization is open to all students at Clarion University interested in supporting and advancing the purpose of the PSEA. Membership is not limited to education majors.
- b. Membership inquiries shall be directed to any of the Executive chapter or regional Board Members.
- c. The minimum number of meetings which members are required to attend each academic year is five. That requirement may be changed at the beginning of the academic year with a majority vote of the chapter Executive Board.

Section 2. There are no required membership fees. However, the chapter receives a portion of all paid state membership fees. Therefore, the chapter encourages but does not require members to join the state PSEA.

ARTICLE 4.- DUTIES AND ELECTIONS OF THE OFFICERS

Section 1. The officers of the organization are:

- a. *President*: Responsible for sending out emails of any upcoming events, meetings, or other important information. Responsible for recording attendance at every meeting, event, and activity. Responsible for creating the agenda for the executive board meetings and also the general member meetings. Responsible for giving speeches at university functions to represent our organization. Makes the ultimate decision regarding all aspects of the organization. Oversees that all board members are upholding their responsibilities.
- b. *Vice-President*: Responsible for programming upcoming speakers. Must take President's responsibilities when the President is unable to do so. Works with the President to make decisions. Responsible for finding fundraisers for the organization.
- c. *Secretary*: Responsible for keeping minutes at every meeting, both executive board and general member meetings; and sending out the general member meeting minutes to all the members. Responsible for writing and mailing out thank you notes to speakers and other people who contributed their time to the organization.
- d. *Treasurer*: Responsible for handling all of the organization's money, including balancing the checkbook and monitoring the budget, purchasing the gifts for speakers and door prizes for meetings.
- e. *Historian*: Responsible for taking pictures of every meeting, event, and activity, creating the APEX binder for the annual PSEA conference, and updating the bulletin board in Stevens Hall.
- f. *Public Relations*: Works with the historian to update bulletin board. Is in charge of all advertisements, creating/ordering t-shirts, etc. Also helping the vice president to find fundraisers for the organization .
- g. *Journalist*: Responsible for finding information, creating, and sending out a monthly newsletter to all the members.

Section 2. Chapter Executive Board Positions

- a. The elections will be run by the current president of the organization during the last month of the semester. Candidates for election shall be nominated by a third party. Nominees must be present to accept the nomination and be declared a candidate for the position in question.
- b. Candidates will be allowed no more than three minutes for an election speech if so desired.
- c. Voting by the membership will be done by a show of hands or secret ballot as determined by the Executive Board members.
- d. In the event there are more than two candidates running for an office and a majority vote is not achieved by a single candidate, the two candidates receiving the most votes shall be run-off candidates and a second secret vote shall be held.

Section 3. Majority vote by the general membership shall be the sole deciding factor in elections.

ARTICLE 5. -ROLE OF THE CAMPUS ADVISOR

Section 1. The advisor(s) shall petition the organization for their approval and should have the desire, knowledge, and skill to serve in a proper advisory capacity.

Section 2. The advisor(s) shall serve in an advisory capacity as needed, a supervisory role as needed, and is/are the liaison between the campus officials and the student organization.

ARTICLE 6. -MEETINGS

Section 1. The organization will hold meetings at least once a month during the academic year.

Section 2. Ten people at an officially recognized meeting shall constitute a quorum.

Section 3. Majority shall be defined as one more than half of the total number of members in attendance at an officially recognized meeting.

Section 4. The president shall conduct all meetings, and, as closely as possible, follow Robert's Rules of Order. In event of the president's absence, the vice president shall conduct the meeting.

Section 5. The President shall call all special meetings. Membership shall receive notice of such meeting at least 24 hours in advance. Notification will be either by phone or email.

ARTICLE 7.-FINANCES AND FUNDING

Section 1. There are no required membership fees. The chapter encourages but does not require members to join the state PSEA.

Section 2. Funds shall be requested from the Student Senate if needed.

Section 3. It is the intent of the organization to be self-sufficient through fundraisers.

ARTICLE 8.-AMENDING, SUSPENDING, AND ACCEPTING

Bylaws can only be amended or adopted by a majority vote. In the event that the bylaws are to be changed, the member suggesting the change must first bring the change in writing to the Executive Board so as to ensure the change is within the realm of the state bylaws. With the approval of the Executive Board, the member suggesting the change shall present the change to the membership at the next regular meeting. If the amendment to the bylaw is approved by a simple majority, the amendment will be drafted by an executive board member and then submitted to the Student Senate.

All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University.

ARTICLE 9.- RATIFICATION

Changes to the Bylaws will be ratified by a simple majority of the organization.

ARTICLE 10-Leaving Office or Replacing Officer

In the event that an officer decides to resign from office, this must be brought to the attention of the current president and advisor. At this point the president will replace them with a new officer that they know would like the position. If the president or board does not know of anyone, at this point it will be opened to the general membership. In the case of more than one member wanting to take the position then an election will take place.

If an officer is not holding up to their title, the president will consult with the advisor. At this point a decision will be made as to whether or not the officer will be asked to leave office. If the president knows of someone that would like the position the president will consult with the board. If the board approves then that person will take the position. If the board does not know of anyone then at this point it will be opened up to the general membership. In the case of more than one member wanting to take the position then an election will take place.