

## Clarion College Democrats

### **CONSTITUTION**

#### **Article 1: Name and Purpose**

##### *Section 1:*

The name of this organization shall be the Clarion College Democrats.

##### *Section 2:*

The Clarion College Democrats exist as an organization to provide a way for students of Clarion University of Pennsylvania with the means and organization to become involved in the political process. The “political process” includes issues, organizations, elections, and any other topics associated with politics, both inside and outside of the Democratic Party. The primary purpose of this organization is to educate, involve, and unite the College Democrats of Clarion so they may gain valuable experience and interact with the **local, state, and national** Democratic Party. Most importantly, this organization functions as a forum for intellectual discussion and activity directly related to the key components of the politics of the United States.

#### **Article 2: Membership**

##### *Section 1:*

Those wishing to become members should talk to an active member of the organization, or executive board member. Membership is completely free, open, and highly encouraged.

##### *Section 2:*

Any members who are disruptive to meetings or the organization will be spoken to informally. If issues persist executive action will be taken in a pertinent and appropriate manner.

#### **Article 3: The Executive Board and their duties**

##### *Section 1:*

President: runs meetings, activities, and sets the general agenda for the meetings. The President will be a goodwill ambassador to other campus organizations, both in person and through email or print. The President also serves as a voting member on the Clarion County Democratic Party’s executive board. Other duties occur as seen fit and the President should be involved in all aspects of the group. Furthermore, the president shall facilitate effective and clear communication through the regular use and review of the organizational email account. Shall regularly check the organizational mailbox.

Vice-President: acts as President in the instance that the President is unavailable; helps the organization with fundraising and activities. The Vice-President is also in charge of placing space requests and verifying with the proper authorities that they have been approved. The Vice President must take the lead in developing recruitment and materials.

Treasurer: Keeps records of the finances of the organization, plans fundraising events, and prepares the budgets for the organization. Expected to give a weekly report on current financial standing.

Secretary: takes minutes of meetings and send them out in a timely fashion. The Secretary will act as historian and take photographs of events.

Public Relations (PR) Chair: shall maintain the various forms of social media, website, and e-mail communication along with CU Connect. In addition, they will run PR meetings and report the details of those meetings at the general meeting.

### *Section 2: The Election Process*

Elections are held the first meeting of April.

- All nominations must come from the membership of the organization.
- All active members are eligible for nomination.
- All nominations must have a second of the nomination.
- All nominees have the choice to accept or reject the nomination. Officers are elected by a simple majority of the membership.

The President shall refrain from the voting process unless a tie is reached. The current officers will run the election process. A secret ballot vote is used for elections.

### *Section 3: Majority Vote*

A majority vote should be stated to ensure a fair election. In the event of a tie the President shall be the tie-breaking vote.

## **Article 4: Advisors**

### *Section 1: The purpose of the Advisor*

The role of the Advisor in the organization is to share advice on issues or ideas presented by the organization. They will intervene in conflicts between group members and/or officers. The advisor will provide continuity and stability as student leadership changes. Furthermore, they will provide the organization with connections to people, places, and activities that promote the organization. The advisor shall give honest feedback to group members. The group may have up one advisor at a time.

### *Section 2: Voting and elections related to the Advisor:*

The Advisor is selected by the organization's active members through a majority vote. This vote shall only occur: 1) In the event that an advisor resigns or is voted out 2) The election or removal of an advisor can only come with a 2/3 majority vote of the general group and a 3/4 vote by the executive board.

## **Article 6: Meetings and Parliamentary Procedure**

### *Section 1: Meetings*

Meetings shall occur on the weekly basis the group decides pertinent.

### *Section 2: Executive board Meetings*

The Executive board shall hold a meeting every week on a basis the group decides pertinent.

### *Section 3: PR Committee Meetings*

The PR Committee shall meet regularly once a week BEFORE the general meeting in order to report activities to the group.

### *Section 4: Quorum*

Quorum requires ½ attendance by all active members and 2/3 attendance of officers.

### *Section 5: Majority voting*

Majority requires 51% of active members.

### *Section 6: Parliamentary Procedure*

Parliamentary procedure will be used to conduct the meetings.

There are five basic principles of Parliamentary Procedures:

- Only one subject may claim the attention of the assembly at one time.
- Each proposition presented for consideration is entitled to full and free debate.
- Every member has rights equal to every other member.
- The will of the majority must be carried out and the rights of the minority must be preserved.
- The personality and desires of each member should be merged into the larger unit of the organization.

### *Section 7: Special Meetings*

The officers or the advisors can call a special meeting.

Special meetings are not mandatory.

The members will be notified by the officers in the case special meeting.

## **Article 7: Dues and Fundraising**

### *Section 1: Dues and Fundraising*

There will be no dues required but fundraising will be encouraged and the treasurer shall oversee fundraising.

## **Article 8: Discipline**

### *Section 1: Executive Board Expectations*

Executive board members are required to attend every meeting, unexcused absences are not permitted. Four excused absences are permitted in a semester with no more than two in a row, unless under

extreme circumstances. There is an expectation of all executive board members that they will have the time, passion, and commitment to perform their duties. Executive board members shall exhibit professionalism, civil conduct, and good behavior. Additionally, executive board members are required to attend events held by the organization unless a valid excuse is presented.

#### *Section 2: Formal Warnings*

E-Board members may not miss unless they have an excuse.

Members are not required to attend meetings but are strongly encouraged.

#### *Section 3: Removal of Executive Board Officers*

In the event of a violation of Executive Board Expectations, a mandatory Executive Board meeting will be held. Executive board members and the advisor shall attend. The officer in question may submit an appeal in order to defend their removal from the organization. Appeals shall be reviewed by the Executive board and the advisor. The Executive board shall review the appeal and decide if it is satisfactory. The general organization will vote on whether or not to uphold the decision of the Executive board.

#### *Section 4: Resignation of Officers*

If an executive board member resigns, the remaining executive board members must decide whether or not to fill the position. If the executive board members cannot come to an agreement then the membership must make the decision.

### **Article 9: Amendments**

#### *Section 1: Amendment Process*

Amendments to the constitution require  $\frac{3}{4}$  majority vote of active members present.

If the current constitution is found to be inadequate by the members, then motions for amending the constitution can be voted on.

All changes to the Constitution must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University. The changes to constitution must be approved by the Executive board, PR committee, the general organizational body, and the advisor.