

# Bylaws for the “Clarion University Council for the Social Studies”

Fall 2019

This constitution was ratified on October 10th, 2019 and hereby nullifies all prior versions.

## Article I: Name

The name of this organization shall be The Clarion University Council for the Social Studies (CUCSS), hereafter referred to as “this organization”.

## Article II: Purpose

The purpose of this organization is to

- Provide professional development to pre-service teachers
- Hold public discussions and programs
- Cooperate with schools, districts, communities or other interested parties on approved Social Studies Projects
- Present at state and national conferences as interested

## Article III: Membership Requirements

Members of this organization shall consist of Full and part time students of Clarion University who are in good standing and follow all procedures and policies set forth by the University and this organization.

## Article IV: Voting

### *Section 1: Membership Voting*

Members of this organization who are in good standing according to the bylaws and standing rules of the organization may vote on all matters

### *Section 2: Acting on Votes*

- A. A quorum of 50% +1 is required to act upon the following items
  - Elections of Officers
  - Amendments to the constitution
  - Any voting matter deemed necessary by the Executive Board
- B. Votes pass on a simple majority
- C. A tie means the measure is defeated

### *Section 3: Membership Notification on Voting*

Members must be notified one week in advance of any meeting in which a quorum is required

## Article V: Executive Board

### *Section 1: Members of the Executive Board*

The Executive Board of this organization shall consist of

- President
- Vice President
- Treasurer
- Secretary
- Parliamentarian

### *Section 2: Requirements for Holding Office*

- A. Must be a current member of this organization
- B. Must be in good standing with the University

### *Section 3: Election and Installation of Officers*

- A. The election process will take place in the final meeting of the Fall semester.
- B. Installation of officers will occur immediately.
- C. All election votes will be taken by secret ballot
- D. An advisor (or other neutral party) should be present during the vote counting and recording of results

### *Section 4: Term*

- A. The officers shall serve a term of one year or until their successor is elected
- B. The term of office will begin during the final meeting of the Fall semester

### *Section 5: Removal*

- A. An officer may be removed with cause by a two-thirds vote by this organization
- B. If a member has an issue with an officer of the club they should report this to the Parliamentarian
  - Report to the President if the officer under concern is the Parliamentarian

### *Section 6: Vacancies*

Vacancies shall be filled in the same manner described in Article V, Section 3 of this document.

### *Section 7: Duties*

- A. The President Shall:
  - Call and preside over all meetings of this organization
  - Preside over all meetings of the Executive Board of this organization
  - Create new committees
  - Appoint committee chairpeople as needed
  - Act as a spokesperson for this organization
  - Determine guidelines for division of university funding as needed

- Create the schedule for this organization
  - Follow all reporting guidelines and procedures required by Clarion University
- B. The Vice-President Shall:
- Assist the President in operations of the club
  - Preside of club meeting in the absence of the president
    - If the president were to resign, the Vice-President would temporarily fulfil the office of President until the vacancy is filled
  - Follow all reporting guidelines and procedures required by Clarion University
- C. The Treasurer Shall:
- Handle and keep a record of all financial transactions of this organization, including, but not limited to:
    - The collection of dues (if deemed necessary)
    - Managing the allocated budget
    - Managing the accounts
    - Recording transactions in the appropriate financial report
    - Assisting the president in the allocation of university funding
  - Follow all reporting guidelines and procedures required by Clarion University
- D. The Secretary Shall:
- Handle and keep a record of all business including:
    - Keeping an up to date roster of all members of this organization
    - Recording attendance, as deemed necessary
    - Taking and providing minutes of official meetings of this organization
    - Compile paper meetings, if necessary
  - Follow all reporting guidelines and procedures required by Clarion University
- E. The Parliamentarian Shall:
- Enforce this organization's adherence to the bylaws agreed upon
  - Deal with reports of issues with Executive Board members
  - Recognize when members are at fault with the constitution
  - Follow all reporting guidelines and procedures required by Clarion University

## Article VI: Meetings

### *Section 1: Regular Meetings*

- A. The first meeting of the academic year should be held within two weeks of the start of classes

- B. Regular meetings should be held at least once a month at a time and destination determined by the president

#### *Section 2: Annual Meetings*

An annual meeting will be held once a year to elect the executive board.

#### *Section 3: Special Meetings*

Emergency or special meeting can be held at the discretion of the president or a consensus of the executive board

#### *Section 4: Paper Meetings*

If there is a time constriction, the executive board can elect to hold a paper meeting. Every officer will compile reports and send them to the secretary, who will consolidate them and distribute to the members of this organization

### Article VII: Advisors

#### *Section 1: Qualifications*

The Advisor(s) must be a faculty and/or staff member employed by Clarion University

#### *Section 2: Nominations*

The Advisor(s) of this organization shall be nominated by the Board of Directors and approved by a majority vote of the membership

#### *Section 3: Duties of the Advisor*

The Advisor(s) shall:

- Serve as a liaison with the University, as well as the Office of Campus Life
- Assist in the transition period between officers
- Be invited and notified of all organization meetings and club activities
- Assist the organization in setting goals and in promoting our purpose
- Follow all guidelines and procedures required by the Office of Campus Life

#### *Section 4: Advisor Voting*

The Advisor(s) shall not vote on any club matters and be a neutral party during discussions as this is a student run organization.

### Article VIII: Finance

#### *Section 1: Funding*

This organization may receive funding through Clarion Student Association (CSA).

#### *Section 2: Fundraising*

This organization may finance its activities through approved fundraisers.

### *Section 3: Allocation of Funds*

- A. If funds are to be distributed among members for any reason, the amount given to members will be determined by the President with approval from the Treasurer.
- B. If there is a requirement to receive funds that is not met it is up to the President and Parliamentarian to revoke funding

## Article IX: Constitutional Amendments

### *Section 1: Proposal of an Amendment*

An amendment may be proposed by any member in good standing of this organization

### *Section 2: Passage of Amendment*

- A. The organization should be notified one regular meeting in advance that an amendment will be proposed
- B. Amendments will be passed only by a two-thirds majority of the votes cast by a quorum of voting members of this organization

### *Section 3: Process of Amending*

Robert's Rules of Order shall be followed when amending this document.

### *Section 4: Effective Amendments*

Amendment will become effective after being passed by this organization and approved by the advisor.

## Article X: Committees

### *Section 1: Existence of Committees*

- A. Committees can be created at the discretion of the President for any purpose deemed necessary
- B. Committees can be deemed non-essential if their purpose has run out
- C. Any member in good standing of this organization is eligible to be on a committee

### *Section 2: Committee Chairs*

- A. The committee chairs will be selected by the President and retain their office if there is no opposition by the Executive Board
- B. If a member has a complaint about a Committee Chair it should be taken to the Parliamentarian