

Bylaws of Clarion University Council for the Social Studies

Article I: Name

The name of this organization shall be “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 and alumni teachers
- Hold public discussions and programs
- Advise social studies education
- Cooperate with schools, districts, communities, and other interested parties on approved Social Studies projects

Article III: Membership

Section 1. Membership Requirements

Members including officers in this club shall consist of:

- Full/Part time students of Clarion University
- Students who are in good standing within the University
- Students who follow the policies and procedures set forth by the student handbook

Article IV: Voting

Section 1. Membership voting

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

Section 2. Acting on Votes

A quorum of 50 percent plus one is required to act upon the following items:

- Elections of Officers
- Changes and amendments to the constitution
- Any other matter deemed appropriate by the Executive Board

A tie means a measure is defeated

Section 3: Membership notification on voting

Members must be notified at least one week in advance of any assemblies in which quorum will be required

Article V: Executive Board

Section 1. Executive Board

The Executive Board of this organization shall consist of a:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian

Section 2. Committee Positions

Committee Chairpersons will be elected by majority of club membership and serve the same term as Executive Officers.

Section 3. Elections of Officers

- A. All Executive Board officers shall be elected by the club membership
- B. Candidates for office must be a current member of this organization
- C. The election process will take place during the last meeting of the Spring semester
- D. The newly elected Executive Board will get installed at the first meeting of the fall semester
- E. All elections shall be conducted by secret ballot
- F. An advisor should be present during vote tabulations and recording of the results
- G. Nominations shall be heard both during the meeting prior the election and the meeting of the election.

Section 4. Term

The officers shall serve for a term of one year or until their successors are selected.

The term of office will begin on the last day of the Spring Semester. No member shall be elected to serve more than three full terms in the same office.

Section 5. Removal

Any officer may be removed for cause by a vote of two-thirds of the organization

Section 6. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article

Section 7. Duties of Officers

A. The President:

- Shall preside over all assemblies of this organization
- Shall preside over all assemblies of the Executive Board
- Shall have the authority to appoint all committee chairpersons (confirmed by the majority of the Executive Board)
- Shall create new committees
- Shall act as a spokesperson for the organization
- Shall create the schedule of all club activities
- Shall follow all reporting guidelines and procedures required by Clarion University

B. The Vice President:

- Shall assist the President in the operations of the club
- Shall preside over all club assemblies in the absence of the President
- Shall upon resignation of the president the Vice President shall assume all duties of the President for the remainder of the term and shall nominate a replacement Vice-President that is subject to approval of the Board.
- Shall support the president in all events
- Shall follow reporting guidelines and procedures required by Clarion University

C. The Secretary:

- Shall handle and keep a record of all club business and correspondence including:
 - i. Keeping an up to date file on all members and informing all members of the club assemblies and activities
 - ii. Keeping meeting minutes and uploading them to the universities website
- Shall follow reporting guidelines and procedures required by Clarion University

D. The Treasurer:

- Shall handle all financial transactions of this organization including but not restricted to:
 - i. Collection of dues
 - ii. Managing this organization's allocated budget and special accounts
 - iii. Recording all transactions in this organization's appropriate financial report
 - iv. Depositing all funds received into the clubs account
 - v. Provide financial statements to the membership at every general club meeting
- Shall follow reporting guidelines and procedures required by Clarion University

E. The Parliamentarian

- Shall review agenda before the meeting
- Shall advise the president during the meeting as needed
- Shall make sure assemblies follow Robert's Rules of Order

- Shall handle all issues regarding the Bylaws of the Clarion University Council for the Social Studies Executive Board

Section 8. Presidential Vacancy

In the case of presidential vacancy, the vice president moves up, appoints a new vice president, the board confirms minus a vote from the president. Should the vice president refuse succession, a special election will be conducted. In case of any other vacancy (besides president and vice president) a special election will be conducted by the membership. Until special election has occurred, the president will serve as that chair until a new one is elected. Should the offices of President and Vice president become vacant simultaneously, there will be a special election for the presidency.

Article VI: Assemblies

Section 1. Regular Assemblies

The first meeting of the academic year should be held within two weeks of the beginning of the fall semester. Regular assemblies should be held at least once a month at a time and destination determined by the organization. The frequency and timing of the committee assemblies shall be determined by the individual committee chairpersons. Before a regular meeting, the Executive Board will meet in advance to create an agenda for the meeting.

Section 2. Annual Assemblies

An annual meeting is held once a year to install the Executive Board.

Section 3. Special Assemblies

Emergency/Special assemblies of this organization may be initiated by the president. In the case of a presidential vacancy, a special meeting can be called by a member of the Executive Board.

Section 4. Paper Assemblies

In the event of a time constriction, the Executive Board can decide to hold a paper meeting. Each officer, committee, advisor etc. will send their reports to the secretary. The secretary will then compose them together and send them to the members and advisors.

Article VII: Advisors

Section 1. Nominations

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

Section 2. Qualifications

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

Section 3. Duties of Advisor(s)

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 assemblies 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 allocated funding by the Clarion Students' Association.

Section 2. Fundraising

This organization may finance its activities through approved fundraising projects.

Section 3. Special Assessments

Special assessments will be determined by the organization's Executive Board as deemed necessary

Article IX: Constitutional Amendments

Section 1. Proposal of Amendment

Any member of the chapter may propose an amendment. Any proposed amendment to the constitution shall be made by a two-thirds (2/3) majority of the votes cast of the membership of this organization

Section 2. Voting on Amendment

Proposed amendments shall be voted upon only after two regular assemblies (or one month) following the introduction of the proposal, whichever occurs first.

Section 3. Robert's Rules of Order

For Amendments, we will follow Robert's Rules of Order.

Section 4. Effective Amendments

Proposed amendments will become effective after being approved by the membership of this organization and approval of the advisor(s).

Article X: Committees

Section 1. Standing Committees

There will be standing committees of this council

Section 2. Ad Hoc Committees

Ad hoc committees may be created by the president as needed.