

## **CLARION UNIVERSITY GERMAN CLUB CONSTITUTION**

**NAME:** The name of this organization shall be the Clarion University German Club.

**PURPOSE:** The purpose of this organization shall be to enhance the understanding of the German language and the different cultures and customs of the German-speaking countries of Austria, Germany, and Switzerland.

**MEMBERS:** Any person whose has an interest in the German language and the different cultures many become a member.

### **SECTION I** **OFFICERS AND DUTIES**

1. The officers of the organization shall be composed of four (4) members:

- President
- Vice-President
- Treasurer
- Community Service Chair

2. The duties of each office are as follows

A) President:

1. Presides over all general and special meetings
2. Insures that all activates and/or functions are properly conducted and completed for the club's progression
3. Establishes committees as necessary and appoints members and/or officers as chairmen
4. Confers regularly with advisors and discusses club activities

B) Vice-President:

1. Takes over for the president in case of absence, resignation, or under other similar conditions
2. Executes social activates
3. Aids the president in maintaining the unity of the club

C) Treasurer:

1. Handles all fundraisers
2. Handles all incoming and outgoing money
3. Keeps detailed records of all transactions and has these records accessible to all members

D) Community Service Chair:

1. Ensure that German Club has a presence on the Clarion University campus and the surrounding
2. Ensure the maintenance of German Club's presence in a positive manner, encouraging service projects which allow German Club to give back to Clarion University and the surrounding

3. All officers and advisors can call for a meeting
4. It shall be the duty of each officer to promote the clubs activites and goals in accordance with the purpose of the organization.

## **SECTION II** **ELECTIONS**

1. Election of the officers of the German Club shall take place
2. The duration of each office shall be for (1) full year
3. Nominations for each office will be made during the first or second week of April
4. A special election may be called for by an officer or an advisor
5. Each member present at the meeting has right to vote
6. A candidate must receive a 2/3 majority vote in order to be declared the winner. If a candidate does not receive a 2/3 majority vote there will be a second election for that office. If there are three (3) or more candidates and one candidate does not receive a 2/3 majority vote, the top two (2) candidates will have a run-off election. If, at that time, there is still not a 2/3 majority vote obtained, the current president and the advisors will decide upon the decision.

## **SECTION III** **MEETINGS**

1. Regular meeting of the Clarion University German Club shall be held every week unless the membership, by a 2/3 majority, decides to cancel the following week's meeting.
2. The first meeting of each semester will be decided upon by the membership at last meeting of the preceding semester.

## **SECTION IV** **AMENDMENTS**

1. This constitution and its by-laws may be amended by a 2/3 vote of all the members present at the meeting. The amendments must be submitted in writing to the president two (2) weeks before action is taken on those stated in the agreement shall be submitted to the faculty advisors of the club for ratification.

**BY-LAWS**  
**CLARION UNIVERSITY GERMAN CLUB**

Purpose: The By-Laws of this organization are to enhance the rules set forth in the constitution. By-laws do not take the place of amendments.

- I. At the installation of officers, the following oath will be said:

I, (state full name), having been elected (position election to) of the Clarion University German Club, promise to faithfully administer my duties in accordance with the German Club Constitution. In addition, I will promote and enhance, as far as my abilities will allow, the purpose of the German Club.