

CLARION'S READING FOR THE CURE
Bylaws/Constitution

ARTICLE 1: NAME

The name of the organization shall be **Clarion's Reading for the Cure**.

ARTICLE 2: PURPOSE

This organization is forming in order to make an existing event an organization whose participation is widely available to all members of the Clarion University community. The benefits are to continue Clarion's affiliation with Pittsburgh Komen's Race for the Cure and to provide unique service experience to any individual—student, staff, or faculty—to help raise awareness and money for breast cancer prevention and research. For the past 16 years the group has been affiliated with the English Department but has included the assistance of many other campus organizations. Having this become a Recognized Student Organization will encourage more individuals to participate without having to belong to any other groups that currently work with it. This will create a specific identity for the campus and the members of the organization. Since many community members are involved in and attend the annual *Reading for the Cure* event, this RSO will help to promote even more interaction between the campus, its alumni, and individuals in the community.

ARTICLE 3: MEMBERSHIP

Section 1. Qualifications for Membership

Membership shall be open to any registered students or Clarion University employees. All members will have the right to vote. A voting member must be willing to work with the organization, attend scheduled meetings or participate in email discussions/plans, and must demonstrate willingness to perform duties and share responsibilities. New members may join at any time by contacting the officers/advisor and providing contact information. Membership shall not be denied based on any discriminatory practices.

Section 2. Membership Fees

Because the group will be focused on service projects and raising funds for breast cancer research, there will be a nominal membership fee of \$5.00 a year. This fee can be waived for student members through participation in planning and service.

Section 3. Dismissal of Members

Members may be dismissed from the group because of violation of university policy or rules.

ARTICLE 4. DUTIES AND ELECTION OF OFFICERS:

Section 1. Officers and Their Roles

The organization shall have a minimum of five officers: President, Vice-President, Secretary, Treasurer, and Historian. The officers shall perform the duties established in the bylaws.

- A. The PRESIDENT shall serve as chairperson of the organization. The President shall preside over all business meetings and will work to coordinate committee activities and will serve as primary mediator in all discussions.
- B. The VICE-PRESIDENT shall be responsible for many of the public relation duties of the group, including publicizing events, and shall work with the President to carry out plans and projects. In the event of the President's absence, the Vice-President shall temporarily assume the duties of the President.
- C. The SECRETARY shall maintain a roster of all members, record group functions, record minutes of the meetings, and execute all organization correspondences.
- D. The TREASURER shall keep records of all financial matters and shall keep the members informed of the status of the organization's treasury at each meeting. The Treasurer will also be a liaison between the advisor, the group, and the CSA staff.
- E. The HISTORIAN shall be responsible for collecting and maintaining a record of the organization's history that will help to preserve the organization's activities in the university and community.

Section 2. Election Process

Election of officers shall take place at the beginning of each school year—or as required by circumstance. Nominated (by self or others) candidates shall be recognized and approved by ballot election. A majority of votes of the membership shall determine the officers and they will assume their duties immediately after the

election. Officers shall serve a one-year term and may serve in the same office more than once, as a result of the next year's election process.

Section 3. Majority Vote

As stated in Section 2, Officers shall be elected by a majority vote of all participating members.

ARTICLE 5. ROLE OF CAMPUS ADVISOR:

Section 1. Advisor Selection

The CAMPUS ADVISOR for Clarion's Reading for the Cure shall be a permanent faculty or staff member of any department at Clarion University. The Advisor shall be nominated by membership of the organization and shall be appointed by a majority vote of the membership. The group shall maintain the power to change advisors, provided the decision is upheld by a majority vote of the organization's voting members, and because of the Advisor's failure to perform duties. The organization may also decide to elect Co-Advisors in order to ensure contact and availability of advisors on campus.

Section 2. Advisor's Role

The CAMPUS ADVISOR will be required to be familiar with the organization's constitution and mission. Any campus advisor must be familiar with Clarion University policies regarding Recognized Student Organizations, including the funding process. The advisor shall assume an active role in establishing meaningful programming, campus awareness, and organization activities. The advisor will also be responsible for the organization's continuity and awareness of RSO regulations. The advisor shall attend meetings and activities in the manner expected of any member of the group. The only privilege not extended to the campus advisor is the right to vote.

ARTICLE 6. MEETINGS:

Section 1. Frequency of Meetings

The first meeting of the fall semester will occur within the first two weeks of the semester and shall be called by the advisor (in order to host elections, welcome new members, and establish the mission). Because of the nature of the *Reading for the Cure* event (typically held each October), at least one meeting will be called every two weeks, but will be determined by need and by the decision of the Executive Board and advisor. All meetings shall be announced at least five days in advance, unless last minute meetings are necessary. All members shall be notified by campus email and posters shall be placed to announce meetings for the benefit of any interested individuals in order to allow for potential new members.

Section 2. Quorum

A simple majority of membership must be present to conduct business requiring a vote.

Section 3. Majority Vote

A vote shall be decided by a majority of members present. Majority shall be defined as a number larger than half of the number of members at the meeting/vote.

Section 4. Meeting Procedure

Meetings shall be conducted in an informal way. The Executive Board and the Advisor shall be responsible for maintaining order and ensuring the agenda for the meeting is addressed.

Section 5. Special Meetings

Special meetings may be called by any member of the Executive Board or by the Advisor. Members who determine a need for a meeting may request that the previously mentioned call for a special meeting of the group. As much advanced notice as possible—ideally two days minimum—shall be required for the calling of a special meeting. Such meetings shall not require special vote, since they will be approved by the decisions of the Executive Board/Advisor. Members will be notified by email and access through the RSO messaging devices.

ARTICLE 7. FINANCES AND FUNDING:

Section 1. Dues

Minimal dues, as established in Article 3: Section 2, will apply, but may be waived for students through service.

Section 2. Funding Requests

There will be funds requested specifically for the annual *Reading for the Cure* event, including requests for assistance in printing posters and raffle tickets, postage, purchasing t-shirts to sell at the event, and other materials. There will also be a request for food service to be provided for the annual event. Any special needs for the success of the event will also be requested as determined on a yearly basis and through the budget request process established by the CSA.

Section 3. Self-Support

The basic running of and existence of the group shall be self-supported through fund-raising activities approved by the CSA/RSO guidelines. We will only seek help on activities that are beyond our fund-raising means, or for events that would place a personal financial burden on the members while benefiting the university and community.

ARTICLE 8. AMENDING, SUSPENDING, AND ACCEPTING:

Section 1. Amendments

Any member, with good reason and with good intent, may submit amendments to the Bylaws via writing. Written requests must be presented at a meeting of the organization. A majority vote shall be required in order for the suggested amendment to be sent forth for further vote from Student Senate, The Vice-President of Student Affairs, and the President of the university.

ARTICLE 9. RATIFICATION:

Section 1. Ratification of Bylaws

These Bylaws, and its amendments, shall become effective upon ratification by the members of Clarion's Reading for the Cure and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice-President for Student & University Affairs, and the President of Clarion University.