

Club Smile BYLAWS

ARTICLE 1- CLUB SMILE

The name of this organization shall be the Club Smile of Clarion University.

ARTICLE II- PURPOSE

- I. Definition-University Club is an affiliation of Operation Smile whose primary purpose is leadership, education, awareness, and service for Operation Smile and to volunteer themselves in the school and community.
- II. Benefits-Club Smile will help individuals across the world receive life changing craniofacial surgeries for free
- III. Individuals will want to join this club to help less fortunate children throughout the world

ARTICLE III- MEMBERSHIP

Section 1- Students who wish to join Club Smile must be a Clarion University student and have a grade point average of at least a 2.75 and can be part of any major throughout the university. Any staff member may join Club Smile at any time. A student or staff member who wishes to join Club Smile is to speak to either Taryn Burford or Dr. Mary-Beth Mason Baughman. There will be meetings on the second and fourth Wednesday of every month. In addition, once a member has missed four consecutive meetings (non-excused absences), he/she will receive a notice informing him/her that he/she has missed four meetings and inviting him/her to attend the next meeting. Members will be dropped from the roll if he/she has missed six consecutive meetings (non-excused absences).

Section 2- Dues may be asked of members to cut costs of fundraising events. Dues will be no more than \$10 a semester.

Section 3- Any complaints brought against members will be discussed with that member by the President and Sponsor. Members may be removed for serious offenses as decided by the President and Sponsor and approved by the executive board by five-sevenths majority.

ARTICLE IV-DUTIES AND ELECTIONS OF THE OFFICERS

I. Officers

A. Elections

1. All candidates for an office must be aware of the duties of that office before they run.
2. The election of officers for the next year will be held at the last meeting of the current year.

3. Elections will be held in the order they are presented. Anyone who runs for an office and is not elected may run for another office.

4. At least one-half of the University Club must be present for elections.

B. All officers' responsibilities

1. Each officer is responsible for communication with the other officers and attending meetings. If an officer is aware that he/she must miss a meeting, he/she must contact the President prior to the meeting date.

2. In addition to the duties assigned in the constitution, the officers are responsible for other duties assigned by the President.

C. Individual officers' responsibilities

1. President

- a. Must be devoted and hard-working
- b. Must unite the officers and members
- c. Must be aware of all Operation Smile events and fundraisers
- d. Must be responsible for getting all ideas and activities approved by the appropriate collegiate committee or organization.
- e. Must monitor and approve all calls to Operation Smile Headquarters.
- f. Must lead organized and productive meetings.
- g. Must secure a meeting.

2. Vice-President

- a. Must plan, coordinate, and execute fundraising projects throughout the year.
- b. Must contact and correspond with people and organizations that have service projects for the Club.
- c. Must enter and organize the Club in parades and other public events.
- d. Must contact the media, such as local newspapers, radio, and TV stations for publicity.
- e. Must orient new members, including the review of the constitution.
- f. Must publicize all meetings

3. Secretary

- a. Must take attendance at every meeting.
- b. Must gather all member contact information, and deliver it to Headquarters for database purposes.
- c. Must maintain an events calendar.
- d. Must maintain an updated role.
- e. Must keep a list of current contact information for all officers, members, and sponsors.

- f. Must notify people when they have removed from the roll.
- g. Must take minutes at each meeting and send them to officers and Regional Representatives.

4. Treasurer

- a. Must be responsible for all deposits, receipts, checks, and other accounting duties.
- b. Must take a Treasurer's report to each meeting.
- c. Must reimburse members as soon as possible after a receipt is received

5. Inter-Collegiate Relations Officer

- a. Must organize and execute Operation Smile awareness campaigns throughout the school year.
- b. Must start at least one new club at an area University/University during the school year.
- c. May start more than one club, but only one at a time, and a second may not be started until the first is fully established.

6. Regional Representative

- a. Must be elected or appointed by two-thirds majority from the Clubs that he/she represents.
- b. Must inform all the Clubs that he/she represents about upcoming events and fundraisers.
- c. Must enlist the support of Club members from his/her area for upcoming events and fundraisers.
- d. Must contact Headquarters to obtain educational/promotional materials for events/fundraisers.
- e. Must inform Headquarters of events and fundraisers.
- f. Must be in contact with local High schools that have Operation Smile clubs and be willingly to help out the younger generation.

D. Impeachment of Officers

1. After missing three meetings or being recommended by at least two other officers as not fulfilling his/her responsibilities, a conference will be held in which the President and the Sponsor will discuss the situation with the Officer. If the President is being discussed, the meeting will be held with the President, the Vice-President, and the Sponsor.
2. If a satisfactory resolution cannot be reached in that conference, the officers will vote to decide whether or not that person should be asked to resign. The officer being discussed will be present for the discussion but not the vote.
3. In order to be asked to resign, a two-thirds majority is needed.
4. If the officers vote in favor of asking the person to resign, the President will send that officer a letter stating the decision and asking him/her to resign.
5. If the officer resigns, he will be welcomed to continue as a member of the Club. If the person does not resign, he/she will be dismissed from his/her position and expelled from the Club.

6. An election will be held in order to fill the vacant position.

ARTICLE 5- ROLE OF CAMPUS ADVISOR

Section 1- The campus advisor was appointed by the President of the organization due to her extensive involvement throughout the university

Section 2- The campus advisor will work closely with the President in making any and all decisions about Club Smile

ARTICLE 6- MEETINGS

Section 1- Meetings will be held the second and fourth Wednesday of every month.

Section 2- In order for something to be passed half of all members must be present.

Section 3- Majority of present membership allowing the motion to be approved.

Section 4- Meeting format will adhere to standard parliamentary procedures.

Section 5- Special meetings may be called by the President or club advisor, and are not required to be voted upon. An e-mail will be sent out at least 24 hours prior to any special meeting.

ARTICLE 7-FINANACES AND FUNDING

Section 1- Students will be asked to give a \$5-10 due at the beginning of each semester

Section 2- No funds will be requested from the Student Senate

Section 3- Club Smile will be self supporting through fund raising activities

ARTICLE 8-AMENDING, SUSPENDING, AND ACCEPTING

Amendments to this document become part of the constitution when passed by a five-sevenths majority of the executive board and approved by a three-fourths majority of the Student Club in a special election. Bylaws may need changed in the event of a new President or through request by the campus Advisor and current President.

ARTICLE 9- RATIFICATION

These Bylaws, and its amendments, shall become effective upon ratification by the members of Club Smile and following the approval of the Student Senate of Clarion University of Pennsylvania.

