

Constitution and Bylaws for CU Serve

As adopted the 15th day of October 2012
and amended the 4th day of April 2018
(for immediate effect).

Article I: Name

The organization name will be known as CU Serve.

Article II: Purpose

The purpose of CU Serve is to connect and engage students at Clarion University - Venango through fellowship and service. Members are devoted to the principle of volunteer service and service learning experiences that provide opportunities for students to grow in their understanding of the world.

Article III: Membership

- Section III.A: Membership is available in two different levels: active and support as defined in sections A.1 and A.2.
 - A.1: Active membership is defined by the following:
 - Restricted to currently enrolled Clarion University students and the CU Serve Advisor.
 - An active member is a student in good academic standing.
 - An active member maintains regular attendance at club meetings and participation in fundraisers, events, and club communication.
 - Active members have voting privileges and may serve in club leadership.
 - A.2: Support membership is defined by the following:
 - A support member is a person who wants to receive communication about the club and participate on occasion.
 - Current students, faculty, staff, alumni, family of current students and community members may become support members without voting privileges.

Article IV: Officers, Nominations and Elections

- Section IV.A: Club officers shall be President, Vice-President, Secretary/Treasurer.
- Section IV.B: Nomination and Election of Officers
 - Active members shall nominate eligible and interested active members for officer positions during the spring semester to serve the following academic year.
 - Nominations cannot be made by one's self for an office position.
 - Once nominations are complete, active members will elect officers by a vote. Elected officers must receive simple majority.
 - If no officers are elected, they may be elected at the latest in the fall.
 - Voting shall be conducted by the adviser in a medium approved by current officers.
 - Current officers and club adviser will help the incoming officers learn their duties.
- Section IV.C: Removal of Officers
 - Officers will be removed immediately when said member no longer meets the membership criteria set forth in Section III.A.1. An officer may also be removed by a majority vote of the remaining officers and adviser.
- Section IV.D: Representation on Student Senate
 - Active members shall elect an officer, or active member, to represent the club on Student Senate. This representative shall be present at Student Senate meetings and communicate about and advocate for club programming, needs, budget requests, etc.

Article V: Duties of Officers

- Section VI.A: President
 - The President shall
 - be considered the presiding officer at all functions and conduct the meetings of the club.

Constitution and Bylaws for CU Serve

- be the beacon for recruitment and communication to prospective and current members.
- be responsible for leadership of fundraisers and club programming.
- Section VI.B: Vice President
 - The Vice President shall serve as partner to the President and provide coverage when the President is absent or unable to fulfill their duties. Other duties as needed or assigned by the President or club advisor.
- Section VI.C: Secretary/Treasurer
 - The Secretary/Treasurer shall
 - keep record of the club's activity, meetings, and events in a central location for easy access by officers and club adviser.
 - inform membership of opportunities to engage.
 - track, record, and assist with the club's financial accounts, deposits, and payments, and provide a copy of the account record at meetings.

Article VI: Meetings

Regular meetings will be held as seen fit by the club during the year. The club shall be guided in its procedures by Robert's Rules of Order, latest edition, when no other rules have been specifically established in the by-laws or constitution.

Article VIII: Source of Power

The source of power of this club is the President of Clarion University of Pennsylvania, the legal representative of the Board of Trustees, who delegates powers as are appropriate to the Student Senate, which recognizes each club to conduct its power business. In accepting this constitution, CU Serve agrees to abide by the University's policies and regulations, which apply to students and student clubs.

Article IX: Amendments and Ratification

The constitution shall be ratified with approval by the club advisor and a majority vote conducted by the advisor of active members with participation of a minimum of 3 active members and 2 officers.