

Habitat for Humanity
BYLAWS

ARTICLE 1.-NAME.

The name of this organization shall be Habitat for Humanity of Clarion University.

ARTICLE 2.- PURPOSE

Habitat for Humanity will be formed in order to allow students to help within the surrounding community in various ways. The benefits of this club include forming a stronger connection with the community and allowing Clarion University students to work in the surrounding community.

ARTICLE 3.- MEMBERSHIP

Section 1

Habitat for Humanity has no policy regarding membership and participation is open to any student who is interested in its activities. Active members of the Campus Chapter shall be composed of students, faculty, administrators, staff and others who are involved with campus life and activities. Meeting attendance is not mandatory, but is highly encouraged. Those interested in membership should talk to a member of the Executive Board.

Section 2.

Membership dues for the Campus Chapter shall be \$5.00 per semester. These funds shall be used primarily for expenses required to keep the members informed about the needs and opportunities with Habitat for Humanity.

ARTICLE 4.- DUTIES AND ELECTIONS OF THE OFFICERS.

Section 1.

Officer positions will include:

President

Role will include overseeing that all duties are fulfilled by the officers, Keeping in touch with our affiliate (Dubois), facilitating all meetings, and planning the Habitat for Humanity Collegiate Challenge. The president shall serve as the chief operating officer of the organization.

Vice President

Vice President will work with the president in seeing that all duties are fulfilled. Facilitates in organizing the Habitat for Humanity Collegiate Challenge trip.

Treasurer

The treasurer will be responsible for collecting dues, communicating with CSA, setting up and running all fundraising events.

Secretary

Secretary is responsible for completing the Campus Chapter Annual Report, sending out e-mails to all members that includes the information covered in the meetings, and managing the work project sign-up sheets. The secretary is responsible for preparing a newsletter which informs the members of the organization about what is going on. They will keep a roster of all of the members in the organization.

Public Relations

Public Relations is responsible for designing and posting posters. They will also plan at least one advocacy events on campus per semester.

Section 2.

Nominations will be held annually during the second week of April and elections will be carried out at the following meeting. A student will hold their position unless they fail to fulfill their duties outlined in the bylaws. Elections will be ran by the current president and vice president. The process will be as followed:

- a. Student must be nominated by two other members of the organization
 1. In order to be nominated the student must be an active member of the organization for at least one school year and be in good academic standing.
- b. The nominated students would then be reviewed by the current officers. The current officers would then vote for each position, wherein a simple majority of votes will elect a new leader

Section 3.

Unless otherwise noted in this document, a quorum is required for all issues brought to vote. A quorum is defined as 50% of the attendees of good standing plus one.

ARTICLE 5.-ROLE OF CAMPUS ADVISOR.

Section 1.

The faculty advisor shall be selected by the officers and asked to serve for a term of one school year.

Section 2.

The faculty advisor will not be required to attend general or leadership meetings. He/she may attend either, and participate to the degree that he or she is able. The faculty advisor will serve as a resource for over-all direction, and advise on plans made by the officers.

ARTICLE 6.-MEETINGS.

Section 1.

Regular meetings will be held biweekly for fall semester and weekly during the spring semester, for all who are interested

Section 2.

Unless otherwise noted in this document, a quorum is required for all issues brought to vote. A quorum is defined as 50% of the attendees of good standing plus one.

Section 3.

A majority will consist of 50% of attendees of good standing plus one.

Section 4.

Meetings shall be conducted by the officers.

Section 5. Special meetings: Who calls them? What type of notice must be given prior to them? Must this be voted upon? How will members be notified?

Special meetings may be called whenever necessary by the Officers. Students will be notified by email and or group message at least 24 hours in advance.

ARTICLE 7.-FINANCES AND FUNDING.

Section 1.

Members will be asked to pay \$5.00 each semester and this will be due by the second week of each semester to the treasurer.

Section 2.

When possible, and in accordance with campus policy, Habitat for Humanity will solicit university funding for the organization.

Section 3.

Habitat for Humanity will be a self-supporting through fundraising activities. We will participate in various fundraising events throughout the year to help defer the cost of its activities.

ARTICLE 8.-AMENDING, SUSPENDING, AND ACCEPTING.

This article will discuss how the Bylaws can be changed. It will define what vote of the organization's membership is needed in order to change the Bylaws. This article should also define all conditions under which the Bylaws can be changed.

All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University. This must also be stated in the Bylaws. The constitution may only be amended by the direct supervision of the Officers and the Faculty Advisor. All amendments must be voted on by the Officers. Amendment votes must pass by a two-thirds majority.

ARTICLE 9.-RATIFICATION.

These Bylaws, and its amendments, shall become effective upon ratification by the members of Habitat for Humanity 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.