

Constitution of QUEENS

MISSION

We, the members of QUEENS at Clarion University of Pennsylvania do hereby establish this Constitution in order to help guide women through their college experience. All will be done while uplifting and supporting women on the Clarion University campus and in the community of Clarion.

PURPOSE

- To serve as the primary advocacy organization for minority women students.
- To provide collegiate, personal and career development opportunities
- To represent minority women
- To help bring self-awareness of educational, professional and personal skills and talents that may be hidden or not revealed at the time
- To take active measures toward fostering and enriching environment for women on campus
- To actively participate in functions on and off campus, such as leadership conferences, that provide enrichment and enlightenment for women students

ARTICLE I- NAME

Section 1: The name of the organization shall be QUEENS.

ARTICLE II- MEMBERSHIP

Section I: QUEENS is open to all Clarion University students, faculty, and staff who are interested in and concerned with maintaining an academic and social environment for women on campus. This organization is open to all students regardless of age, race, creed or religion, color, handicap, sex, national origin, ancestry, sexual orientation, or political affiliation. All students who subscribe to the above and attend the General Body meetings are considered members of QUEENS.

Section II: Membership Benefits

1. The right to vote in any general body meeting.
2. The right to be recognized in the general body meeting.

ARTICLE III- EXECUTIVE BOARD

Section I: The executive board shall be the governing body of the Black Student Union and shall consist of the:

1. **President**-shall preside over all meetings of QUEENS and Executive Board. The President shall present any arising situations QUEENS. The president shall be the keeper of the QUEENS Constitution and Bylaws, responsible for recruiting new members, and aiding in the transition of new members. The term of the President will be subject to the Executive Board and may be reelected for another term. The president will also be subject to impeachment.
2. **Vice President**- shall assist in all duties of the President and shall assume the offices and the duties of the President in case of absence. The Vice President shall maintain close contact with executive members and make sure all duties are being fulfilled.
3. **Treasurer**- shall be responsible for all financial correspondence pertaining to QUEENS. The treasurer shall report financial records at all meetings. The treasurer shall find fundraising opportunities for QUEENS. The treasurer shall also represent QUEENS at budget and financial hearings.
4. **Secretary**- shall record all minutes and prepare agendas at all General Body and Executive Board meetings. The secretary shall keep records of attendance at all QUEENS Executive Board and General Body meetings. The secretary shall keep all files, calendars, and correspondents of QUEENS. The Secretary shall maintain office supply, forms and documents needed by the members.
5. **Parliamentary** - shall maintain order in all meetings and the general assembly following Roberts Rule of Order. The chair will hold a workshop for all new executive members after elections, keep records of members during meetings and take action when meetings are out of control.
6. **Programs Coordinator Chair**- shall chair a committee of 2 members. The Programs Chair shall coordinate programming to QUEENS. He or she shall communicate programs that have been approved to the public relations chair, social committee chair, and any other relevant parties to insure the success of the program.
7. **Public Relations Chair**- shall insure that all events are publicized. The PR Chair is also responsible for documenting all QUEENS activities and events, These may entail the following:
 - a) **Web Presence**- shall be responsible for posting information on the internet/social media.
 - b) **Historian**- shall be responsible for documenting QUEENS history within the school year. Through photo albums, written documents, and any other dean fit.
 - c) **Distributor**- shall be responsible distributing posters to Gemmell

All Residence Halls, chosen or all academic halls, library,
Tippin Gym, Rec Center

8. **Community Service Chair-** shall chair a committee of 2 members. The Community Service Chair shall also be responsible for working closely with the Programs Chair to insure the success of all programs. The Social/Community Service Chair shall find volunteer activities for QUEENS. The Social/Community Service Chair shall find volunteers needed for QUEENS events.
9. **Academic Retention Chair-** Coordinate all QUEENS study hours, keeping a login and log-out folder in the designated place where study hours are being held. He or she shall come up with educational programming to offer the board and student body.

Section II: All executive board members of QUEENS must have a cumulative grade point average of 2.5 at the beginning of their year starting on the board. Each member must maintain the 2.5 during the year in office. Other qualifications are as follows:

1. Candidates for President and Vice President must be enrolled at Clarion University for at least (2) semesters and have (1) semester active on the QUEENS Executive Board. The President and Vice President shall have a cumulative grade point average of 2.5 or better in order to hold the position by the beginning of their serving term.
2. Candidates for Treasurer and Secretary must be enrolled at Clarion University and maintain a cumulative grade point average of 2.5 by the beginning of their serving term on the board.
3. All other positions can filled by any student as long as they have a cumulative grade point average of 2.5 or better by the beginning of their serving term on the board.
4. Any executive board member falling no more than .2 below the required cumulative grade point average may on a probationary basis and upon written appeal to the advisor keep their elected position until the effected semester midterm under the following conditions.
 - a) The executive board member must show certified evidence (as stipulated by the advisor) that the required grade point average will be met by the term's end.
 - b) The advisor may also require the executive board member receive academic support, tutoring, required study hall hours or other measures to insure academic success.
 - c) If the executive board member fails to meet the criteria set forth in this section he or she will be immediately removed from office and a replacement will be decided upon by the remaining active executive board members.

Section III: All qualified Executive Board applicant who wishes to hold office will fill out application and return on dates determined by current Executive Board. Candidates are to prepare speeches for the executive board present at election. Elections will be held in March or

April and/or November if due a board member graduates in December. After speeches are presented Executive Board Members will question candidates. After discussing with the board and votes a final decision is made. An executive decision by President may be held only in the event of a tie. All elected officers must attend a workshop to prepare for their one year term of office.

Section IV: Newly elected Executive Board Members shall be installed no later than the last meeting of the General Body in March or April of the spring semester and or November of the fall semester.

Section V: Vacancies for Executive members within the academic year shall be filled through appointment by the current President with approval of the majority of the Executive Board.

ARTICLE IV- MEETINGS

Section I: All meetings held by QUEENS will follow Roberts Rule of Order.

Section II: Meetings shall run no longer than an hour and fifteen minutes, unless the board votes on an extension. In executive meetings, at the hour and fifteen minute mark, any board member does have the obligation to leave.

Section III: The Executive Board shall have executive meetings once or every other week. The President shall call specials meetings.

Section IV: General Body meetings will be held at least twice a month.

Section V: A quorum for the Executive Board shall consist of a majority of Executive Board members present with a minimum of five officers.

ARTICLE V- CODE OF CONDUCT

Section I: Resignation

Any office resigning must submit their resignation in writing. All diligence should be made to give the Executive Board two weeks notice.

Section II: Impeachment

Any member found in violation of any section of the Constitution and Bylaws, and/or found in any violation that severely compromises the operations and integrity of QUEENS must appear before the Executive Board for review

1. In the event violations have been proven through the review process, a motion for impeachment shall be presented by the President and voted on by the Executive Board.

2. A (2/3) vote of the executive board members is needed to remove an Executive Board Officer.

ARTICLE VI- FINANCES

Section I: Funds for the organization will be supplied by TBA. The budget shall be solely used for the benefit of the organization and not individuals.

ARTICLE VII- AMENDMENTS

Section I: The power to present plans, amend or repeal any section of the Constitution rests in the Executive Board. Actions to amend or repeal the Constitution must be approved by two thirds 2/3 votes of the General Body.

ARTICLE VIII- RATIFICATION

The Constitution may hereby be ratified by the majority of members present at the designated General Body.

ARTICLE XI- BYLAWS

Title I: Executive Board Members shall be present and on time to all meetings. An Executive Board Officer shall notify the Vice President 48 hours before the event/meeting of an absence.

Title II: Any absence of an Executive Board member will only be excused by two-thirds (2/3) vote of the Executive Board members.

Title III: All Executive Board Members shall hold office hours. The amount of time shall be no less than 3 hours per week.

ARTICLE XI- DATE OF CONSTITUTION

The Constitution should be reviewed and updated every three (2) years. (April 2017)